



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

NOTICE
N 8000.355

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2/21/07

Cancellation Date:

2/21/08

SUBJ: Inspector Guidance for Part 142 Training Centers

1. PURPOSE. This notice provides guidance to Aviation Safety Inspectors (ASI) regarding the certification and surveillance of Title 14 of the Code of Federal Regulations (14 CFR) part 142 training centers and the oversight of air carrier outsourced crewmember training.

2. DISTRIBUTION. We will distribute this notice to the division level in the Flight Standards Service in Washington headquarters, including the Regulatory Standards Division at the Mike Monroney Aeronautical Center; to the branch level in the regional Flight Standards divisions; and to all Flight Standards District Offices. Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.avr.faa.gov>. Operators may find this information on the Federal Aviation Administration's (FAA) Web site at: http://www.faa.gov/library/manuals/examiners_inspectors/8000/.

3. GUIDANCE.

a. Inspectors should use the guidance in the appendices instead of the guidance in the handbook paragraphs and sections referred to below:

(1) Appendix 1 updates the guidance in paragraph 543 of FAA Order 8400.10, Air Transportation Operations Inspector's Handbook, volume 3, chapter 2, section 7.

(2) Appendix 2 updates the guidance in Order 8400.10, volume 3, chapter 3, section 2.

(3) Appendix 3 updates the guidance in Order 8400.10, volume 3, chapter 3, section 3.

(4) Appendix 4 updates the guidance in Order 8400.10, volume 5, chapter 5, section 1.

(5) Appendix 5 updates the guidance in Order 8400.10, volume 5, chapter 5, section 2.

(6) Appendix 6 contains a new volume 3, chapter 17, sections 1 through 8, of Order 8400.10, titled Part 142 Training Centers.

b. The guidance in this notice supersedes and cancels volume 2 chapters 148 through 153 of FAA Order 8700.10, General Aviation Operations Inspector's Handbook.

4. ACTION. ASIs should use the guidance in the appendices when accomplishing tasks related to part 142 training centers or air carrier use of part 142 training centers.

5. DISPOSITION. We will permanently incorporate the information in this notice in FSIMS before this notice expires. Any questions or comments regarding the information provided

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Initiated By: AFS-250

should be directed to the Commuter, On Demand, and Training Center Branch, AFS-250, at (202) 267-5479.

ORIGINAL SIGNED by

James J. Ballough
Director, Flight Standards Service

APPENDIX 1. ORDER 8400.10, VOLUME 3, CHAPTER 2, SECTION 7

543. CREDIT FOR CERTIFICATION FLIGHT CHECKS.

A. When a flight check is conducted for an ATP certificate or for an additional type rating to an ATP certificate, the certification flight check, if conducted in accordance with the applicable air carrier's program, may simultaneously be credited for a Part 121 proficiency check, a Part 135 competency check, or a Part 135 instrument proficiency check, as applicable.

B. The certification flight test for a flight engineer certificate or class rating simultaneously satisfies the Part 121 proficiency check requirement.

APPENDIX 2. ORDER 8400.10, VOLUME 3, CHAPTER 3, SECTIONS 2

683. PHASE ONE - OPERATOR FAMILIARIZATION WITH CHECK AIRMAN REQUIREMENTS AND LETTER OF REQUEST. The first phase of the check airman approval process involves a discussion between the operator and the POI. The POI should ensure that the operator understands the check airman training requirements and that a check airman candidate must satisfactorily demonstrate the ability to perform check airman functions to an FAA inspector before approval. The POI should also ensure that the operator has knowledge of the necessary documentation for initiating the approval process, which is as follows:

- The Letter of Request constitutes the operator's nomination. It originates from the operator, not a training center, candidate, or some other party. It includes the airman's full name, business address, applicable airman's certificate number, current crewmember position, requested check airman classification, and aircraft type
- Brief resume of the airman's aviation background and experience
- Copies of the airman's appropriate airman certificates
- Copy of the airman's medical certificate

NOTE: A POI may require that this information be expanded to suit circumstances.

685. PHASE TWO - SUBMISSION OF DOCUMENTATION. Phase two begins when the operator submits the requested documentation to the POI for evaluation. This submission may be transmitted by conventional or electronic mail, by fax, or by other means mutually acceptable to the operator and the POI. The POI shall initially review the information to determine if the check airman candidate meets the basic qualification requirements for the type of check airman approval sought (see section 1 of this chapter). If the operator's submission is unacceptable, the POI should return the submitted documentation with a statement of the reason for non-acceptance. If the operator's submission is acceptable, the POI should initiate phase three.

687. PHASE THREE - REVIEW OF DOCUMENTATION.

A. The POI shall verify the check airman candidate's certificates and background using the Flight Standards Information System (FSIS) and local office procedures. The POI shall then create a file for the individual in the check airman section of the Vital Information Subsystem (VIS).

NOTE: Creation of the VIS file at this point in the process will allow for documentation of subsequent action regarding the individual without having the records reject. During the upload/download process, check airman surveillance records are cross-checked (last name and certificate number) against the check airman ancillary file in the VIS data base file for the operator.

B. Before the POI can evaluate an airman for approval as a check airman, all required training must be completed. The airman's training records must show satisfactory completion of initial, transition, or upgrade training and all training required under the operator's approved check airman training program for the specified classification. (Including Appendix H requirements. It may be covered by the use of all training required.) The approved training program must contain all training required by FAR §§ 121.411 and 121.413 or FAR §§ 135.337 and 135.339 that is applicable to the approval being sought. When the airman's records show that the airman has previously completed a required curriculum segment, the segment does not have to be repeated.

C. If, after reviewing the documentation, the POI determines that the candidate does not qualify as a check airman, the POI shall provide the operator with a statement of the reason for non-acceptance.

689. PHASE FOUR - CHECK AIRMAN EVALUATION. PTRS 1631 - CHECK AIRMAN SURVEILLANCE. In order to evaluate a check airman candidate effectively, inspectors must become thoroughly familiar with the operator's procedures. Inspectors must also become familiar with any special regulatory requirements affecting the operator, such as special conditions contained in the operations specifications and exemptions.

A. Choosing Airmen as Subjects. The inspector conducting an evaluation for an original check airman approval shall observe the check airman candidate conducting an actual check. The purpose of the check airman evaluation is to ensure that the candidate has achieved the required skills for briefing, evaluating, and debriefing an airman. The airman receiving the check should be a line crewmember who is due for an evaluation. The airman shall not be an instructor or check airman unless previous approval has been received from the POI. Such approval is reserved for unusual circumstances.

B. Check Airman Candidate's Flying Skills. Except for an initial cadre approval, a check airman evaluation does not entail an evaluation of the candidate's flying skills in a crew position. An operator should not request approval of an individual as a check airman when there is any question about the airman's flying skills in a crew position. Should the POI have reason to question a candidate's proficiency the check airman evaluation shall not be conducted until the candidate's proficiency is verified. An acceptable way to verify the airman's proficiency is to check the check airman candidate. An inspector may conduct a proficiency check, a competency check, or a line check of the check airman candidate, scheduled at some time before the official check airman evaluation. (Such checks are not routinely required.)

C. Satisfactory Evaluation. If the inspector determines that a check airman candidate meets criteria for the requested check airman approval, the inspector shall inform the candidate that a recommendation of approval will be reported to the POI. In this case, the check airman candidate shall certify the proficiency of the airman receiving the check and complete the necessary record keeping tasks. The POI may permit the new check airman to be scheduled immediately as a check airman, even though processing of the Letter of Approval has not been completed.

D. Unsatisfactory Evaluation. If the inspector determines a candidate does not qualify for the requested check airman approval, the inspector shall inform the candidate that approval is withheld. In such a case, the inspector must determine whether the airman receiving the check performed satisfactorily, and must certify the airman's proficiency and complete the necessary records.

NOTE: The failure of a check airman candidate is uncommon and usually ends a candidate's eligibility for check airman status. In rare circumstances, the POI may allow a reevaluation. In such a case, the operator must conduct sufficient additional training, re-certify the candidate's proficiency, and arrange to have another evaluation conducted by an FAA inspector.

E. Content of Check Airman Evaluation. The following guidance applies to an inspector's evaluation in respect to each of the six classifications of check airmen.

(1) Proficiency Check Airman - Aircraft. An inspector shall evaluate this candidate while the candidate conducts a proficiency check or competency check in an aircraft in flight. The inspector should observe the candidate conducting the entire check in the aircraft. The candidate should be evaluated on his/her ability to evaluate an individual while, at the same time, performing the crewmember activities normally associated with the seat the check airman candidate occupies. With the approval of POI, the inspector may observe part of the check in the aircraft and the remainder in a simulator or an approved flight training device (FTD).

(2) Proficiency Check Airman - Simulator. An inspector shall evaluate this candidate while the candidate conducts the simulator (or FTD) segment of an actual proficiency check, or competency check, as applicable. The candidate should be evaluated on his/her ability to evaluate an individual while, at the same time, demonstrating proficiency in operating the simulator or training device. Time management and the ability to adapt to events that might disrupt a planned sequence of events should be considered. If the entire proficiency check or competency check can be accomplished in a flight simulator, the candidate must be observed conducting the entire check.

(3) Line Check Airman - All Seats. An inspector shall evaluate this candidate while the candidate conducts an actual line check from either pilot seat. Satisfactory performance will also permit the candidate to conduct a line check from the forward observer's seat, during line-oriented flight training (LOFT), during revenue service or during non-revenue service. A candidate for line check airman - all seats must be qualified to be the pilot-in-command (PIC) for that operator and hold a first class medical certificate.

NOTE: The operator must have procedures, published in its operations manual that shall be followed in the event that a line check airman determines that a pilot's performance does not meet standards that would allow the individual to continue to operate the aircraft. The crewmember shall not be allowed to continue the flight series or trip. If the line check airman does not possess the appropriate class of medical certificate to

substitute for the crewmember, specific alternative procedures shall be followed.

(4) Line Check Airman - Observer's Seat Only. An inspector shall evaluate this candidate while the candidate conducts an actual line check from the forward observer's seat, during revenue or during ferry service. When the evaluation is conducted during revenue service, in an aircraft with only one observer's seat, a candidate who holds a second class medical certificate, who has not yet reached 60 years of age and is otherwise qualified for FAR Part 121 operations (does not apply to FAR Part 135 operations) may be evaluated while conducting a line check from the right pilot seat. In this case, the PIC must be fully qualified and line current. When the evaluation is conducted during non-revenue operations in an aircraft with only one observer's seat, a candidate who holds at least a third class medical certificate and who is over 60 years of age and is otherwise qualified for FAR Part 121 operations (does not apply to FAR Part 135 operations) may be evaluated while conducting a line check from the right pilot seat. A check airman who is approved to conduct line checks from the observer's seat and who does not maintain line currency, must be observed by an inspector at least once every 24 calendar months. If an evaluation within this time period is not given, the check airman is not authorized to conduct line checks.

NOTE: The operator must have procedures, published in its operations manual, that shall be followed in the event that a line check airman determines that a pilot's performance does not meet standards that would allow the individual to continue to operate the aircraft. The crewmember shall not be allowed to continue the flight series or trip. If the line check airman is not qualified (including appropriate medical certificate) to substitute for the crewmember, specific alternative procedures shall be followed.

(5) Check Airman - All Checks. An inspector shall evaluate this candidate in accordance with preceding paragraphs. The evaluations for this approval may be treated cumulatively.

NOTE: An airman may have been a proficiency check airman - aircraft for a number of years and then qualify as a line check airman - all seats. If the operator does not use simulators in the training program, then upon satisfactory completion of the line check evaluation, the check airman could be approved to conduct all of the forgoing checks.

(6) Check Flight Engineer. An inspector shall evaluate this candidate while the candidate conducts a flight engineer proficiency check in a simulator or approved FTD. In normal, abnormal, and emergency procedures segments of the check are normally accomplished in a simulator or approved FTD. In those instances when a check flight engineer candidate is to conduct any portion of a check in an airplane in flight, the check airman candidate must be a qualified and current flight engineer and must be evaluated during actual flight.

F. Conducting a Check Airman Evaluation.

(1) **Pre-Evaluation Briefing.** An inspector conducting a check airman evaluation shall arrange to meet with the candidate in sufficient time for a pre-evaluation briefing. The inspector shall explain the purpose of the evaluation and some ground rules, including: (1) that the check should be conducted as if the candidate was fully qualified in the role of check airman; (2) that during the briefing, the inspector may ask questions of the check airman candidate as part of the evaluation; and (3) that the inspector will not ask questions while the check is in progress.

(2) **Observing and Debriefing the Candidate.** While the check is in progress, the inspector shall observe, but should not interrupt or otherwise interfere with the check airman candidate's management of the check. The inspector shall determine that all required events and maneuvers were conducted properly; that the check airman candidate's evaluation of the airman's performance was objective and accurate; and that the check airman candidate's debriefing of the airman was thorough and constructive.

691. PHASE FIVE - CHECK AIRMAN APPROVAL. All check airmen approved for part 121 or part 135 operations must be approved by the operator's POI.

A. Letter of Approval. Approval of a check airman shall be in the form of a Letter of Approval addressed to a responsible official of the operator and signed by the POI, or a representative approved by the POI. This Letter of Approval may be transmitted to the operator by conventional or electronic mail, by fax, or by other means acceptable to the operator and the POI. The letter shall contain the following:

- Check airman's name and applicable FAA airman's certificate number
- Approved check airman classification (1-6)
- Specified category, class, or type of aircraft
- Authorizations and limitations

NOTE: A POI may only approve check airmen for operators under their oversight.

- Effective date of each approval (since different approvals may occur at different times, this information simplifies record checks. The date on which the check airman was recommended for approval by an inspector shall be the effective date of approval.) See figures 3.3.2.1. and 3.3.2.2. for sample letters of approval.

NOTE: Under current regulations, no normal term to expiration is specified for approvals of check airmen (unlike designated examiners, whose term is 12 months, per FAR Part 183). A check airman's approval may be given, limited, or withdrawn, in the discretion of the POI.

B. One Letter of Approval. A check airman shall be approved only in the (six) classifications covered earlier in this chapter. A flight standards district office (FSDO) shall issue only one Letter of Approval for a check airman, listing the operator(s) and classification(s).

NOTE: A check airman file in the VIS must be entered into the system that

reflects the operator for which the check airman is associated. A forthcoming change to the VIS will result in a single file for each check airman, and will permit the listing of all operator and training center affiliations and classifications. The file will be keyed to the airman's certificate number.

C. Letter of Approval - Other Copies. (1) The original copy of the Letter of Approval shall be retained in the individual check airman's training record file; (2) a copy shall be sent to the geographic program manager having surveillance responsibility for the check airman. (3) when the individual is a training center instructor or TCE approved to evaluate an operator's personnel, a copy of the Letter of Approval shall also be provided to the training center's Training Center Program Manager (TCPM) for inclusion in its records. A copy shall be maintained in the FAA office files of the overseeing inspector for 2 years after the approval is withdrawn or superseded.

D. PTRS and VIS. The POI shall ensure that a record of the approval is entered in the Program Tracking and Reporting Subsystem (PTRS). Each time a check airman approval is given or withdrawn, the POI shall ensure that the operator's VIS file accurately reflects: (1) the current number of active check airmen approved for the operator, and (2) the correct status of the individual.

695. APPROVAL OF INITIAL CADRE CHECK AIRMEN. During the early phases of establishing a check airman program, initial cadre check airmen are required. Initial check airman candidates must first become fully qualified as flight crewmembers and then be trained, evaluated, and approved as check airmen. Since the regulatory language of FAR Parts 121 and 135 does not address a training process for initial cadre check airman, guidance is provided in this handbook. This process that follows is valuable for start-up operations for at least two reasons: (1) it is a practical way to bootstrap a check airman program into existence; and (2) it takes advantage of proving flights, when the operator/applicant is under close FAA scrutiny - with desirable effects on the check airman program.

A. Letter of Request from Operator. The overseeing inspector shall arrange with the operator/applicant to approve one or more likely check airman candidates to form an initial cadre of temporary check airmen. The operator/applicant shall submit a letter of request, as described earlier in this section. This letter comprises the request for initial cadre check airmen and a description of the training that they will undergo.

B. Letter of Approval. The POI shall approve the candidates using procedures described earlier in this section. Usually initial cadre check airmen are approved to function as check airman - all checks or check flight engineer, so that they may conduct all types of checks and supervise OE during the period that the start-up operation is beginning. The initial cadre check airman Letter of Approval is a temporary approval, to be replaced with a permanent Letter of Approval after the check airman is fully qualified. The initial cadre check airman letter shall contain a statement similar to the following:

(Name) is approved as an initial cadre check airman to function as a check airman
- all checks or as a check flight engineer for the purpose of initiating operations

with the (type of aircraft) for (name or operator). This approval expires on (expiration date).

696. TRAINING, CERTIFICATION, AND QUALIFICATION - START-UP. The operator shall provide a full qualification process for its initial cadre check airmen.

A. Initial Training and Certification. The operator must first arrange to have initial cadre check airmen trained and appropriately certificated for their cockpit duty positions. The operator may provide the training by contracting with a manufacturer, with another operator of the same 14 CFR operating part, or with properly qualified individuals. An inspector or an aircrew program designee designated examiner may certificate the initial cadre airmen, provided that the examiner is employed by a U.S. Air Carrier Operator.

B. Gaining Proficiency as Instructors. After the initial training and certification, initial cadre check airmen shall become proficient in the operator's proposed training program by instructing each other, or in the case of a single initial cadre check airman, by self training. During this training, an operator may arrange for a pilot from the manufacturer, from another operator, or from another source to act as the safety pilot or instructor pilot.

C. Proficiency and Competency Checks. After the first initial cadre check airmen have become proficient as instructors, they may then begin the training and checking of other initial cadre check airmen in accordance with the operator's initially-approved flight training and qualification curriculum segments. Each check shall be observed by an FAA inspector who holds the appropriate airman's certificate, and the appropriate type rating, when applicable. If the inspector determines that the performance of an initial cadre check airman conducting a certain check is satisfactory, the inspector shall recommend to the overseeing inspector that the airman be approved as a check airman for that type of check. One initial cadre check airman may check another, with the process repeated until each candidate has been approved as a check airman or has been terminated from the program. If only one person is being considered to be the initial cadre check airman, an inspector shall observe that person conducting a check of another airman. If the candidate's performance is satisfactory, the inspector shall recommend to the POI that the candidate be removed from temporary status and approved for full-time check airman duty with the operator.

D. Operating Experience (OE). Initial cadre check airmen shall be permitted to acquire OE flight hours on any flight that can be credited toward the proving test flight hour requirement (including training flights, ferry flights, and representative en route proving flights). OE flight hours may be accrued by initial cadre check airmen while they are: (1) conducting aircraft checks, (2) overseeing the OE of other airmen, (3) being checked, or (4) acquiring OE under the supervision of other initial cadre check airmen. Initial cadre check airmen shall receive a line check and conduct a line check during an en route proving flight or a ferry flight. The same process (above) shall apply: one initial cadre check airman line checks another while being observed by an FAA inspector. If the airman's performance is satisfactory, the inspector may recommend that the person be removed from temporary status and approved for full-time duty as a check airman for the operator. If there is only one initial cadre check airman, then the FAA inspector shall conduct the line check.

697. APPROVAL OF A CHECK AIRMAN IN MULTIPLE AIRCRAFT. Before an airman may be approved as a check airman in more than one type of aircraft, the operator must show that there is a need. The airman must be fully qualified and current in each of the aircraft types. Overseeing inspectors shall be judicious in approving check airmen and vigilant in overseeing their performance. There are various acceptable combinations of check airman approvals.

A. A check airman may be approved to serve in all single-engine, normal or commuter category airplanes that an operator operates under FAR Part 135.

B. A check airman may be approved to serve in two different types of helicopters.

C. For FAR Part 135 operations, a check airman may be approved to serve in a combination of two of the following aircraft families:

- One series of multiengine, normal or commuter category airplanes;
- Single engine, normal or commuter category airplanes; or
- Helicopters.

D. Before a candidate may be approved as a check airman in two commuter category aircraft types or two transport category types, Overseeing inspectors shall ensure that the following conditions are met:

- For proficiency check airman-aircraft or simulator the candidate must have logged at least 500 hours as PIC in each type;
- For line check airmen the candidate must have logged at least 100 hours as PIC in each type and at least 1,000 as PIC in transport or commuter category airplanes;
- For check flight engineer the candidate must have logged at least 500 hours as a flight engineer in each type.

699. APPROVAL OF A CHECK AIRMAN FOR MULTIPLE OPERATORS. This paragraph provides a standard method for approving a check airman to serve multiple operators. The approval of a check airman to serve more than one operator is limited to those cases in which the operator's aircraft, aircraft operating manuals, procedures, and checklists are compatible in the judgment of the overseeing inspector(s). Provision for multiple check airman approvals is made for FAR Part 135 single-pilot operators, FAR Part 135 single-PIC operators, and for FAR Part 121 and FAR Part 135 operators with programs that are compatible, in the judgment of the respective operators POI. An operators POI may also approve a check airman to serve multiple FAR Part 121 or FAR Part 135 operators on a temporary basis, when a start-up operation is initiated or when new equipment is being introduced. Other multiple approvals may be made with the concurrence of the regional flight standards division (RFSD) when justified.

700. TRAINING CENTER INSTRUCTORS/EVALUATORS WHO ARE APPOINTED BY AN AIR CARRIER'S POI AS CHECK AIRMEN. Training centers have made simulator

training and checking available to a broad range of aviation users, including air carriers with smaller fleets and smaller aircraft. With the approval of an operators POI an employee of a 142 training center may serve one or more air carrier operators as a check airman. . The guidance contained in this section applies to training center personnel who have been qualified as contract check airmen for an air carrier.

A. POI Approves the Check Airman Candidate. Only the POI may approve a check airman for use in an air carrier's training program. Normal procedures apply, including a Letter of Request from the operator, and a Letter of Approval from the operator's POI.

B. TCPM role. Experience has shown that the Training Center Program Manager (TCPM) is usually in the best position to make quality assessments at training centers on behalf of the Administrator. The TCPM continually assesses training programs conducted by a training center for certification of airmen under FAR Parts 61, 63, and 65. Similarly, the TCPM assesses the instructors and training center evaluators (TCE) employed by a training center. With the concurrence of an operators POI a centers TCPM may assist with the evaluation of an air carriers request to use the services of a centers employee as a check airman.

C. Scheduling Multiple-Use Check Airmen and Maintaining Check Airman Status. Before a multiple approval is made, the overseeing inspector shall ensure that the operators understand that the scheduling and use of the check airman is their responsibility. An operator entering into a multiple-use arrangement may employ a check airman on a part-time basis, may contract with another operator or training center to provide a check airman, or may contract directly with the check airman.

NOTE: Each operator shall be responsible for ensuring that the check airman maintains currency as specified in the appropriate operating rule and section 1 of this chapter and performs adequately when serving the operator.

D. Adding an Operator to a Check Airman's Letter of Approval. An operator seeking check airman approval for an individual, who is serving as a check airman for another operator, shall provide the necessary information to its POI. The operator's POI shall consider the means the operator will use to train, to qualify, and to maintain qualification of the contract check airman candidate and the documentation that will be required. Contract check airman may be able to meet recurrent training requirements for more than one operator simultaneously. When the operator and the POI have agreed on the training and qualification necessary for the contract check airman, the operator shall submit a written Letter of Request to the POI, as described earlier in this chapter. A copy of the candidate's current check airman Letter of Approval shall be attached to the Letter of Request. When the POI approves the individual as a contract check airman for his/her operator, a copy of the approval letter will be provided to the POI(s) of all other operators for which the individual has been approved as a contract check airman. Additionally, if the subject check airman is an employee of a Part 142 training center the POI will forward a copy of the approval letter to the center's TCPM.

NOTE: The check airman file in the VIS is being modified to allow for a single file for each individual who has been approved as a check airman for

an operator. This modification is linked to the airman's certificate number and will permit multiple entries for aircraft and operator combinations.

E. Primary Oversight Responsibility. Each overseeing inspector must agree on two points: (1) the means by which the contract check airman will maintain qualification; and (2) which inspector will have primary responsibility for oversight of the contract check airman. The overseeing inspector who first approves the contract check airman usually retains this responsibility. When the check airman is employed by a training center, the FAA training center program manager (TCPM) usually assumes this responsibility. The POI not having primary oversight responsibility may conduct surveillance activities at any time.

F. One Letter of Approval - Revision Procedures. A contract check airman may hold only one Letter of Approval as a check airman. When approved as a contract check airman for an additional operator, the POI of that operator shall issue a revised Letter of Approval showing the additional operator, the additional type of equipment, and the additional types of checks, as appropriate. Sample check airman Letters of Approval are shown in figures 3.3.2.3. through 3.3.2.5. The POI issuing a revised Letter of Approval shall send a copy to each operator and to their respective POI. Conversely, should any POI need to withdraw a check airman's approval, that POI shall prepare the revised Letter of Approval and mail it to each operator and to their respective POI.

G. Record Keeping. Each operator is required by their operating rules to maintain training and qualification records for its check airmen. By agreement, one operator or training center may keep a contract check airman's training and qualification records for all operators for which the contract check airman serves. This agreement must be acceptable to each operator's POI. Each operator's POI shall retain a document showing agreement in the operator's file. A copy of that document should also be provided for use by the operator and if applicable the training center's TCPM.

701. CREWMEMBER FAILURE RATES. The repetitive failure of a single crewmember, or the failure of several crewmembers during proficiency or competency checks, may indicate a training program deficiency. Overseeing inspectors must establish procedures with their certificate holders that provide for FAA notification when unsatisfactory performance occurs. Identified deficiencies should be promptly investigated and corrective action taken. A comparison of failure rates between checks conducted by inspectors and those conducted by check airmen should also be made. If a significant difference in failure rates exists, additional observations and counseling should be conducted. The overseeing inspector shall discuss the matter with the appropriate official responsible for the certificate holder's training and checking activities. Should these discussions not lead to an improvement in the quality of training and evaluations, consideration should be given to withdrawing approval of any check airmen involved or, if appropriate, withdrawing approval for a specific part or for the entire training program.

703. SURVEILLANCE OF CHECK AIRMEN. Overseeing inspectors shall establish a surveillance program for each check airman at the time of approval. The POI must determine which geographic surveillance unit is to have responsibility for the check airman's surveillance

program and notify that geographic unit of the check airman's approval. Notification may be accomplished by the POI sending a copy of the check airman's Letter of Approval to the geographic unit.

A. Biennial Check Airman Observation. FAA Notice 1800.134, "Required National Flight Standards Program Work Functions", establishes a requirement for the surveillance inspection (PTRS activity code 1631) of 50% of each operator's check airman each year. The surveillance program for each office shall include a specific observation by an FAA inspector of each approved check airman in their area of responsibility at least once in every 24 months. Check airman inspections should be conducted while the check airman is conducting an approved checking activity. For example, a check airman approved to conduct proficiency checks and line checks should be observed conducting a proficiency check in the aircraft or simulator, or conducting a line check, or overseeing initial operating experience (OE).

(1) *Surveillance of Check Airmen by Geographic Units.* POI's shall monitor the activity of geographic units conducting check airman surveillance by consolidating the results, evaluating any trends, and providing the results to the operator and geographic program managers. POI's responsible for operators having 100 pilots or more shall accomplish this task semi-annually. POI's responsible for operators having more than 10 pilots, and less than 30 pilots, shall accomplish this annually. POI's of operators having 10 pilots or less shall monitor the results of the surveillance. When significant events are reported, the POI should provide feedback to the operator.

(2) *Constraints of Aircraft with Two Pilot Seats.* Inspectors may encounter difficulties in conducting the surveillance of check airmen whose activities are restricted to two-place airplanes or helicopters. In such cases, it may not be possible for an inspector to observe the check airman conducting actual checks. In lieu of these observations, the POI may review the check airman's activities and arrange for an inspector to administer the check airman's competency and line checks.

B. Periodic Report by the Operator. The POI should arrange to have the operator provide the POI with a periodic report of each check airman's checking activities, including a pass/fail rate, to coincide with the POI's periodic review (annual, semiannual, or other). POI's may arrange for these reports to arrive at a time that meets the POI's needs. A check airman should be active enough to retain the required knowledge and skills. This activity level may vary depending on the check airman function, the size of the operator, and the number of approved check airmen. Usually a check airman should conduct at least eight authorized check airman activities during a 12-month period (including supervision of OE). The POI should specifically re-assess the operator's need for those check airmen whose records indicate low activity levels.

C. Withdrawing Check Airman Approval. The POI's reasons for withdrawing the approval of a check airman may include a lack of check airman activity, a request by the operator, or an unsatisfactory performance on the part of the check airman. To withdraw approval of a check airman, the POI must notify the operator by letter that approval is withdrawn. The letter should include the name of the check airman, the effective date of withdrawal, and the reason approval is being withdrawn. If the approval of a check airman is withdrawn because of unsatisfactory

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performance, the letter of withdrawal must be sent to the operator by certified mail - return receipt requested.

NOTE: Under current regulations, no normal term to expiration is specified for approvals of check airmen (unlike designated examiners, whose term is 12 months, per FAR Part 183). However, contract check airmen who are employees of a part 142 training center shall have their term contingent upon continued employment with the training center and maintaining their instructor/evaluator qualification with the employing center.

D. A check airman's approval may be given, limited, or withdrawn, in the discretion of the POI.

704.-712. RESERVED

FIGURE 3.3.2.1
CHECK AIRMAN LETTER OF APPROVAL - SAMPLE A

February 24, 2006

Mr. Sam A. Frost
Chief Pilot
Transcon Express, Inc.
48 Perimeter Rd.
Utica, OH 22032

Dear Mr. Frost:

John R. Smith, FAA certificate number 467120928, is approved as a check airman. This check airman is approved to conduct checks in the Douglas DC-9 aircraft for employees of the Transcon Express, Inc. This approval is applicable for the following checking functions:

- ☐ Proficiency Check Airman - Aircraft Effective_____
- ☒ Proficiency Check Airman - Simulator Effective 8/27/06
- ☐ Line Check Airman - All Seats Effective_____
- ☒ Line Check Airman - Observer's Seat Only Effective 02/20/07
- ☐ Check Airman - All Checks Effective_____
- ☐ Check Flight Engineer Effective_____

Please retain a copy of this letter in Mr. Smith's individual flight training records.

Sincerely,

James J. Jones
Principal Operations Inspector
FSDO (XXXX)

FIGURE 3.3.2.2
CHECK AIRMAN LETTER OF APPROVAL - SAMPLE B

February 24, 2007

Mr. Sam A. Frost
Chief Pilot
Trans Regional Airlines, Inc.
48 Perimeter Rd.
Utica, OH 22032

Dear Mr. Frost:

John R. Brown, FAA certificate number 467219028, is approved as a check airman. Mr. Brown is approved to conduct checks in multiengine Cessna, reciprocating-series airplanes and in all single-engine airplanes to pilots that are employed by Trans Regional Airlines, Inc. This approval is applicable for the following checking functions:

- ☐ Proficiency Check Airman - Aircraft Effective_____
- ☐ Proficiency Check Airman - Simulator Effective_____
- ☐ Line Check Airman - All Seats Effective_____
- ☐ Line Check Airman - Observer's Seat Only Effective_____
- ☒ Check Airman - All Checks Effective 02/24/07

Please retain a copy of this letter in Mr. Brown's individual flight training records.

Sincerely,

James J. Jones
Principal Operations Inspector
FSDO (XXXX)

FIGURE 3.3.2.3
CHECK AIRMAN LETTER OF APPROVAL FOR MULTIPLE OPERATORS -
SAMPLE A

February 24, 2007

Mr. Sam A. Frost
Chief Pilot
Trans Regional Airlines, Inc.
48 Perimeter Road
Utica, OH 22032

Dear Mr. Frost:

John R. Brown, FAA certificate number 467219028, is approved as a check airman. Mr. Brown is approved to conduct checks in multiengine Cessna, reciprocating series airplanes and all single engine airplanes to pilots that are employed by:

Trans Regional Airlines, Inc., Effective 02/24/07, and Transylvania Charter Services, Effective 11/15/06.

This approval is applicable for the following designated functions:

☒ Proficiency Check Airman - Aircraft Effective_____

☐ Proficiency Check Airman - Simulator Effective_____

☒ Line Check Airman - All Seats Effective_____

☐ Line Check Airman - Observer's Seat Only Effective_____

☒ Check Airman - All Checks Effective 02/24/07

Please retain a copy of this letter in Mr. Brown's individual flight training records.

Sincerely,

James J. Jones
Principal Operations Inspector
FSDO (XXXX)

FIGURE 3.3.2.4
CHECK AIRMAN LETTER OF APPROVAL FOR CONTRACT CHECK AIRMAN
EMPLOYED BY AN FAA APPROVED TRAINING CENTER. - SAMPLE A

February 24, 2007

Mr. Sam A. Frost
Chief Pilot
Trans Regional Airlines, Inc.
48 Perimeter Road
Utica, OH 22032

Dear Mr. Frost:

John R. Brown, FAA certificate number 467219028, an employee of High Flight Training Center, has been designated as a Training Center Evaluator. Mr. Brown is approved as a contract check airman and is authorized to conduct the evaluations listed below to pilots that are employed by Trans Regional Airlines, Inc. This approval is applicable for the following functions:

Proficiency Check Airman - Simulator Limited to part 135.293 (a)(2), (a)(3), and (b), and 135.297 Instrument Proficiency Check Requirements. Effective_____

This letter is valid only during the period that a contract exists between your company and High Flight Training Center for training your flight crewmembers and only as long as Mr. Brown is qualified as a Training Center Evaluator (TCE) in the Cessna Citation for High Flight.

Please retain a copy of this letter in Mr. Brown's individual training records.

Sincerely,

James J. Jones
Principal Operations Inspector
FSDO (XXXX)

cc: Training Center Program Manager, High Flight Training Center

FIGURE 3.3.2.5
CHECK AIRMAN APPROVAL JOB AID

1. Operator's letter contains necessary information:
 - ☐ Full name of candidate
 - ☐ Business address of candidate
 - ☐ Crew position and aircraft type
 - ☐ Type of check airman designation requested
2. Certificates (copies)
 - ☐ Applicable airman
 - ☐ Medical
 - ☐ Any valid check airman Letters of Approval
3. Training Records (copies)
 - ☐ Initial, transition, or upgrade to requested aircraft and crew position
 - ☐ Recurrent
 - ☐ Check airman
4. ☐ Resume of experience included
5. ☐ FSIS verification satisfactory
6. ☐ Check airman evaluation scheduled
7. ☐ Report of evaluation received from PTRS
8. ☐ Open VIS file

Favorable Report:

9. Prepare Letter of Approval
 - ☐ Original letter to operator
 - ☐ Copy to geographic unit supervisor
 - ☐ Copy to operator file
 - ☐ Copy to other POI (if check airman for another operator)
10. ☐ Update operator VIS file
11. ☐ Complete PTRS

Unfavorable Report

9. ☐ Prepare letter to operator indicating disapproval
10. ☐ Update operator VIS file
11. ☐ Complete PTRS

APPENDIX 3. ORDER 8400.10, VOLUME 3, CHAPTER 3, SECTIONS 3

SECTION 3. CHECK AIRMAN AND AIR TRANSPORTATION FLIGHT INSTRUCTOR TRAINING.

713. GENERAL. This section provides guidance concerning the training requirements for check airmen and air transportation flight instructors.

A. Candidates: Selection of Instructors and Nomination of Check Airmen. The operator selects instructors and submits the selections for review by the principal operations inspector (POI). The operator nominates check airman and submits the nominees for approval by the POI. Since the experience levels of pilots and flight engineers vary among operators, it is impractical to specify minimum experience levels for candidates. In some cases, such as cases involving new operators, candidates may have relatively little flight experience. Regardless of experience levels, however, candidates must be able to demonstrate high levels of knowledge and skill in the applicable job functions. POI's must ensure that adequate training for check airmen and air transportation flight instructors is completed and documented in the applicable records.

B. Single Pilot-In-Command (PIC) Operators. Operators using aircraft with a single PIC present questions about training that is not addressed in regulations. For such operators, a check airman who performs competency and line checks may qualify and maintain currency by one of three methods:

(1) the check airman may receive competency and line checks from a check airman from another operator or a training center approved by the operator's POI to conduct the air carriers training;

(2) if a level B, C, or D flight simulator that replicates the aircraft being used is available and is approved for use in that operator's training program, the check airman may receive competency checks in that simulator from a check airman from another operator or training center approved by the operator's POI; or

(3) the check airman may receive competency and line checks from an Federal Aviation Administration (FAA) inspector.

715. TRAINING FOR FLIGHT INSTRUCTORS AND CHECK AIRMEN. To ensure that its flight instructor or proficiency check airman are adequately trained, each operator's approved initial flight instructor training program and initial check airman training program shall include the training specified in part 121, sections 121.411, 121.413 and Appendix H or part 135, sections 135.337 and 135.339, as applicable. Check airmen and air transportation flight instructor candidates must satisfactorily complete the operator's approved initial, transition, or upgrade training programs for the desired aircraft and duty position. In addition, instructors must complete the operator's instructor training; check airmen must complete the operator's instructor and check airman training. Flight instructors and check airmen need not repeat curriculum segments in transition training that apply to more than one aircraft or duty position when they

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have completed those curriculum segments satisfactorily in previous training.

A. Ground Training. Ground training for air transportation pilot flight instructors (including flight instructors using simulators), pilot proficiency check airmen (including check airmen using simulators) and line check airmen shall include the following topics:

- Fundamental principles of the teaching-learning process
- Teaching methods and procedures
- Instructor-student relationships

NOTE: Part 121, section 121.413(b) and part 135, section 135.339(b) provide that these topics need not be included when the candidate holds a Flight Instructor Certificate (CFI) issued by the FAA. These regulations do not relieve the operator of the responsibility for ensuring that instructors and check airmen remain proficient in these areas.

- Regulatory and administrative functions of instructors and check airman, as appropriate;
- Applicable regulations;
- The operator's policies and procedures;
- Methods, procedures, and techniques for conducting required checks;
- Seat-dependent tasks for the specific aircraft;
- Analysis of airman performance including identification of improper or insufficient training;
- Crew resource management (CRM) concepts and vocabulary;
- Appropriate corrective actions for unsatisfactory performance in training or evaluation;
- Guidelines and safety measures for emergency situations likely to develop in conducting the required normal, abnormal, and emergency procedures in an aircraft and in a simulator, as appropriate; and
- The consequences of improper or untimely safety measures.

B. Flight training for flight instructors - Aircraft – Simulators, Proficiency check airmen - aircraft – simulators, and line check airmen shall include the following:

- Enough flight training and practice in conducting training (and flight checks for check airmen) from the left and right pilot seats using the required normal, abnormal, and emergency procedures to ensure the individual's competency in conducting the required flight training (and pilot flight checks if applicable). For an air transportation flight instructor-aircraft and a proficiency check pilot-aircraft, training and practice in the takeoff and landing events of the operator's approved training program must be conducted in an aircraft; the remainder of the training may be conducted in a simulator. For an air transportation flight instructor-simulator only and a proficiency check airman-simulator only, this training may be completed entirely in a flight simulator.
- For proficiency check airmen/line check airman-aircraft training in flight in an aircraft supervising normal takeoffs and landings from either pilot seat. The operator shall ensure that the check airman candidate is thoroughly trained in second-in-command (SIC) functions and capable of accomplishing them competently while supervising and evaluating a new captain.
- Guidelines and safety measures for emergency situations likely to develop in conducting the required normal, abnormal, and emergency procedures in an aircraft and in a simulator, as appropriate.
- The consequences of improper or untimely safety measures.

C. Flight Training - Flight Engineer Instructors. Flight training shall include the following:

- Enough flight training and practice to ensure the instructor's competency. Normal, abnormal, and emergency procedures shall be covered. For a flight engineer instructor - all checks, flight training may be completed entirely in a flight simulator device;
- Guidelines and safety measures for emergency situations likely to develop in conducting the required normal, abnormal, and emergency procedures in an aircraft and in a simulator, as appropriate; and
- Consequences of improper or untimely safety measures.

D. Credit for Check Airman Training - Multiple Operators.

(1) A POI may approve a check airman to serve more than one operator. Equivalent training completed with one operator may be credited toward the check airman training requirement for another operator, in the discretion of the POI. Creditable training may include parts of ground training and flight training. For example, a check airman might be eligible for training credit under the following conditions:

- Employed as a TCE by a training center;

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- Regularly performing proficiency or competency checks; and
- Using the same procedures for all operators.

(2) When procedures, aircraft, or types of operations differ, the POI shall require that the check airman candidate (for service with an additional operator) complete appropriate additional training. Appropriate additional training shall address differences, and may comprise entire curriculum segments.

716 - 726 RESERVED.

APPENDIX 4. ORDER 8400.10, VOLUME 5, CHAPTER 5, SECTIONS 1**CHAPTER 5. AIR TRANSPORTATION DESIGNATED
EXAMINERS
SECTION 1. GENERAL**

351. GENERAL. The information contained in this chapter supersedes the guidance provided by Order 8410.1A, "Designated Air Carrier Airman Examiner Handbook," which has been canceled. Under Title 49 of the United States Code (U.S.C) (formerly, the Federal Aviation Act (FA ACT) of 1958), Chapter 447, the Administrator may delegate the certification of airmen to any qualified person. In practice, the Administrator's certification tasks are delegated to the aviation safety inspectors within the Federal Aviation Administration (FAA) and to examiners outside of the FAA. Under the terms of Federal Aviation Regulation (FAR) Part 183, "Any local Flight Standards Inspector may select a pilot examiner . . . whenever he determines there is a need for one." By policy the designation of examiners is the responsibility of FAA managers. Managers normally permit designations relating to air carriers to lapse when a need no longer exists. The two broad categories of examiners designated for certification of airmen in flight operations are designated pilot examiners (DPE) and air carrier designated examiners (ACDE).

A. *DPE.* Guidance relating to designated pilot examiners is contained in Order 8700.1, The General Aviation Operations Inspector's Handbook, and in Order 8710.3 (as amended), Pilot Examiner's Handbook.

B. *ACDE.* This handbook is concerned with air carrier designated examiners. Chapter 5 contains general guidance in designating ACDEs. Chapter 6 specifically addresses designating aircrew program designees (APD) under the aircrew designated examiner (ADE) program;

352. OVERVIEW OF AIR CARRIER DESIGNATED EXAMINERS (APD). Aircrew Program Designees. APDs are designated to conduct certification within specifically approved programs known as ADE programs. APDs are restricted to examining only those applicants employed by their operator and trained in their approved training program. APD candidates must be employed by the operator and qualified as check airmen for the operator before they may be designated as APDs. Principal operations inspectors (POI) are authorized to designate APDs to serve in any ADE program that the POI oversees. The specific functions of an APD are named in the Letter of Authority that supplements the Certificate of Designation and Certificate of Authority.

353 OVERVIEW OF TRAINING CENTER EVALUATORS. Training Center Evaluators TCE's are persons employed by a part 142 certificated training center who are authorized by the center's Training Center Program Manager (TCPM) to conduct certification functions associated with the centers approved parts 61 and 63. The authority of a TCE is controlled by the Letter of Authority that is issued concurrently with the Certificate of Designation and the Certificate of Authority. A TCE may, with the approval of the operator's POI, be authorized to act as a check airman for that operator. A TCE who has been approved as a check airman for an operator by its POI may also be authorized to conduct certification evaluations of an operator's airmen in

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accordance with the operators approved curriculum. Typically such programs are associated with FAR Parts 121, 125, and 135 operators whose training is conducted under contract by certificated training centers. As conditions of eligibility, a TCE candidate must be employed by a training center or contractually bound to one, and must be approved as a check airman for an operator. TCEs that are approved as check airman for an operator are subject to the POI's oversight, during the accomplishment of their check airmen duties at the assigned training center as well as elsewhere. For complete details of the training requirements for TCEs to become a check airman for an operator see 8400.10 Volume 3 Chapter 17.

354. AIR CARRIER-RELATED CERTIFICATION ACTIVITY CONDUCTED BY AN AUTHORIZED PILOT EXAMINER. An APD program may not be desirable in all cases where air carrier certification activities are involved. For example, for operators of small aircraft or small fleets, the more structured nature of ACDE programs may make them impractical or otherwise undesirable to the operator, to the FAA, or to both. As an alternative, a TCE may conduct air carrier related certification activities under the following conditions:

- When the TCE is concurrently approved by the operator's POI as a check airman for the carrier and maintains check airman authority in accordance with procedures in Order 8400.10, volume 3, chapter 17, relating to check airmen;
- When aircraft comprising the operator's fleet do not require type ratings; or
- When FAA inspector resources are adequate at the training and checking locations to ensure competent oversight of current and foreseeable certification activities conducted by a TCE.

NOTE: When a TCE is to be used for certification of an operator's airmen and the aircraft, requires a type rating, a Memorandum of Understanding (MOU) is required, consistent with MOUs under the air carrier designated examiner programs. The MOU must specify (1) that the training center may have the benefit of an evaluator(s), and (2) that the training center shall provide initial and recurrent training to at least one FAA inspector to ensure competent oversight of the TCE's activities. Conversely, if a qualified and current inspector is not continuously available to provide oversight of the TCE, a TCE may not be used.

355. GUIDANCE FOR SUPERVISING INSPECTORS AND MANAGERS WHEN DESIGNATING EXAMINERS.

A. Supervising Inspectors. The term supervising inspectors as it is used in connection with examiners comprises:

- Principal Operations Inspectors (POI)
- Aircrew Program Managers (APM)
- Training Center Program Managers (TCPM)
- Partial Program Managers (PPM)
- Training Center PPM'S
- Geographic PPMs

- APM Assistant PPMs (See chapters 6 and 7 of this volume for definitions of terms.)

B. Managers. The term managers as it is used in connection with examiners comprises:

- Flight Standards district office (FSDO) managers
- Unit supervisors
- Certificate management office (CMO) managers
- Regional flight standards division (RFSO) managers

C. Guidance. Supervising inspectors and managers should consider designating examiners when the volume of certification activity makes such designations desirable to an operator and to the FAA. These conditions may occur when the volume of certification activity is relatively high, when an aircraft type is new to an operator's fleet, or when simulator training is available. Managers may consider designating examiners for flight engineer and aircraft dispatcher certification as well as for pilot certification.

- Programs for APDs and TCEs authorized as check airman. APDs and TCEs may be designated as follows;

(1) Aircrew Designated Examiner (ADE) Program. Aircrew Program Designees (APD) are trained in an ADE program. An ADE program is associated with an operator which conducts its own program of airman qualification. It is the preferred program for conducting the certification of flight crewmembers for complex parts 121, 125, and 135 operators. The ADE program was originally designed for operators with sophisticated training capabilities including flight simulators, with highly trained personnel, and with a large volume of certification activity. The program has since been used by a broader range of operators. POI's and managers should consider establishing an ADE program before the operator's airman certification workload for any aircraft type exceeds the FAA's ability to meet requirements using available inspector resources; they should also consider an ADE program as a means of making simulator training accessible to an operator which might not otherwise find simulator training practical. Simulator training is acknowledged as the safest and best training method.

(2) Training Center Evaluator Program. The TCE program corresponds to the ADE program, but is distinguished by the use of certificated training centers and their personnel under a formal contract with one or more air carriers. Training centers emphasize the use of flight simulators and flight training devices. Training centers may conduct training and evaluation of an operator's airmen on behalf of the operator under specified conditions.

(3) When a TCE has been designated as a check airman for an operator a copy of the Letter of Authority (LOA) between the POI and the TCE shall be provided to the training center's TCEM and the FAA district office responsible for oversight of the training center. If the subject TCE has also been authorized by the operator's POI to conduct certification of the operator's personnel the TCE's LOA must also reflect this authorization.

357. EXAMINER AUTHORITY AND RESPONSIBILITIES. A designated examiner (APD or TCE) is authorized to conduct only those airman certification activities approved by the FAA.

A. Privileges and Limitations. The following privileges and limitations apply to designated examiners conducting evaluations of personnel in air transportation.

(1) A designated examiner may:

- Conduct only those tests indicated on FAA Form 8430-9, "Certificate of Authority," and specifically named in the Letter of Authority
- Issue temporary certificates to applicants that the designated examiner has evaluated and found qualified for the certificate or rating sought
- Amend or alter a certificate only (1) when adding a rating to the certificate of an applicant whom that designated examiner has tested and found to be competent; or (2) when removing a restriction on a certificate which the examiner is authorized to issue. (For example, a designated flight engineer examiner (DFEE) may be authorized to remove the restriction imposed by exemption 4901 for a flight engineer applicant when the examiner has been properly trained to perform the removal)
- Be authorized to conduct certification tests within FAR Parts 121, 125 or 135 training programs at any base or facility approved for the operator's use by the POI

(2) A designated examiner may not:

- Conduct a test for a certificate or rating that the designated examiner does not hold.
- Normally conduct an evaluation of any applicant whom the designated examiner has instructed in preparation for the certificate or rating sought by the applicant. Exceptions may be granted by the supervising inspector only on a case-by-case basis.
- Normally conduct an evaluation of any applicant whose performance the designated examiner has found to be unsatisfactory on the previous evaluation (i.e., a different examiner is required on a "re-take"). Exceptions may be granted by the supervising inspector only on a case-by-case basis.
- Conduct special medical evaluations, tests for waivers, or any test for competency under Title 49 U.S.C. § 44709 (formerly Section 609a of the Federal Aviation Act of 1958). Supervising inspectors shall instruct designated examiners to direct applicants for waivers, special medical evaluations, and competency tests under 14 U.S.C. § 44709 to an FSDO.

B. Professional Conduct. Each designated examiner must represent the Administrator in a manner which credits the FAA. Qualities such as promptness, courtesy, and professionalism are essential. Each designated examiner must continuously exhibit a positive personal attitude toward safety and present a positive image of the FAA in respect to aviation safety.

C. Designated Examiner Responsibilities. Designated examiners are responsible for the following:

- Conducting all practical tests in air transportation programs in accordance with the applicable sections of this handbook. Inspectors should ensure that designated examiners are aware that all operators must have a document covering procedures and

maneuvers which contains specific training and testing standards. This document should be based on the applicable practical test standards (PTS)

- Submitting complete and accurate certification packages (which include the Program Tracking and Reporting System (PTRS) data sheets or locally prepared data input forms) to the supervising FSDO within 5 working days of administering a test.

D. Multiple Certification Services by an Examiner. An airman may be designated by the FAA to perform multiple certification services as an examiner on behalf of the Administrator. In some cases, an airman (1) may be designated to hold more than one type of designation; or (2) may be approved to conduct certification activities under more than one training program, which, in turn, may be approved for use by more than one operator.

NOTE: A designated examiner may be issued only one FAA Form 8710-6, "Examiner Designation/Qualification Record"; one FAA Form 8000-5, "Certificate of Designation"; and one FAA Form 8430-9, "Certificate of Authority". When a designated examiner holds authority to perform multiple certification services, each authorization shall be listed on a single record or certificate. Replicas of those documents shall be maintained in multiple offices as appropriate.

(1) Designations. An airman may be designated as more than one type of FAA designated examiner. For example, an airman might be designated as a private pilot examiner (PPE) in gliders and, separately, as an APD for an air carrier and as a TCE for a training center.

(2) Training Programs. A designated examiner for an air carrier may be approved for a maximum of two different training programs.

NOTE: A training program approved by one POI for use by an operator under his or her oversight may be approved by another POI for use by a different operator. In such instances a TCE authorized as a check airman for an operator is viewed as having been approved under one training program.

359. SUPERVISING INSPECTOR RESPONSIBILITIES. Supervising inspectors are responsible for ensuring that examiners are trained in certification duties and procedures, that surveillance is scheduled, and that examiners maintain certification standards. For the examiners designated in accordance with this handbook, these responsibilities include the following:

A. Initial Training and Observation. Supervising inspectors are responsible for ensuring that, before designation, each examiner candidate is properly trained to conduct certification and is observed while conducting an evaluation.

B. Surveillance. Supervising inspectors must ensure that each examiner is observed a minimum of once a year by an appropriately rated aviation safety inspector and that this observation has been accomplished before the examiner's designation is renewed. In alternate

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years the biennial observation required of every check airman may be counted, as the annual observation required of the examiner. The responsibility for scheduling surveillance lies with the supervising inspector. Supervising inspectors are responsible for establishing procedures by which the designated examiner provides schedules of proposed activities as far in advance as is practical or required.

C. Airman Certification Standards. Supervising inspectors are responsible for ensuring that the designated examiners maintain airman certification standards as prescribed by 41 CFR, by practical test standards (PTS), and by applicable handbooks. Supervising inspectors must conduct an active program of meetings and surveillance to achieve this objective.

361. OFFICE MANAGER RESPONSIBILITIES. Office managers must establish effective administrative systems for supporting designated examiner programs. This support must include the following:

A. Certification Paperwork. Office managers are responsible for establishing administrative procedures for the expedient and efficient processing of certification paperwork within the office. Managers are not required to maintain hard copies of certification paperwork, job aids, or PTRS data sheets. The PTRS serves as a record of certification activity.

B. Data Processing Support. Office managers are responsible for establishing administrative procedures for entering the data generated by designated examiners into the PTRS system.

C. Resources. Office managers are responsible for the personnel, training, and budget resources necessary to accomplish the surveillance of designated examiners. Personnel, training, and budget forecasts must contain adequate provisions for the surveillance of designated examiners. Office managers should anticipate changes in personnel requirements due to either growth in operator programs or public demand.

363. REGIONAL FLIGHT STANDARDS DIVISION (RFSD) RESPONSIBILITIES. In general, the RFSD is responsible for ensuring that airman certification standards are upheld. RFSDs are not required to take any specific action in respect to approving individual airmen as examiners, but must be informed and must concur with the selections made. This concurrence may be informal. Other responsibilities held by the RFSD are as follows:

A. Coordination. RFSDs are responsible for establishing procedures for FSDOs and CMOs for locating inspectors to conduct designated examiner surveillance when a qualified inspector is not locally available.

B. Program Evaluation. RFSDs are responsible for evaluating the management of the designated examiner program in each FSDO and CMO when warranted. This evaluation should be conducted at least every 3 years, and when practical, in conjunction with regularly scheduled office evaluations.

364 - 374 RESERVED.

APPENDIX 5. ORDER 8400.10, VOLUME 5, CHAPTER 5, SECTION 2

SECTION 2. MANAGING PROGRAMS

375. SELECTION OF EXAMINERS. This section applies to the selection of examiners in the air crew designator examiner (ACDE). Selection criteria for TCEs are located in Volume 3 Chapter 17 of this order.

NOTE: Preferred sources for examiner candidates are (1) airmen who are actively engaged in the activity for which examinations are to be conducted and (2) retired or former inspectors. Prior experience as a designated examiner or aviation safety inspector may be considered to meet the examiner requirement for check airman experience.

A. Application. Examiner candidates must submit the following:

- A complete statement of professional qualifications on Federal Aviation Administration (FAA) Form 8710-6, "Examiner Designation and Qualification Record," (figure 5.5.2.1.), before designation. The supervising inspector shall review the candidate's qualifications to ensure that the candidate meets the requirements and standards for an examiner designation.
- A copy of a completed and current FAA Form 8430-9, "Certificate of Authority," if the candidate currently holds an examiner designation(s) and examiner letters of authority issued to the candidate
- Copies of any current check airman letters of approval issued to the candidate.

B. Qualifications of APDs and TCEs. Candidates must have the following qualifications:

- A recommendation from the operator that includes a resume of training and professional experience
- A good record as a pilot and flight instructor and a good record of compliance with the FAR (isolated and unrelated violations or incidents are not disqualifying.)
- Approval as a check airman for the operator in its FAR Part 121 or 135 training program
- A reputation for integrity and dependability in the industry and the community
- An airline transport pilot (ATP) Certificate and applicable type rating for pilot examiners, or the appropriate airman certificate for flight engineer/aircraft dispatcher examiners; (examiners authorized to conduct evaluations in aircraft must possess at

least a third class medical certificate. A medical certificate is not required for simulator evaluators. (Ref. Order 8710.3B))

- Aircrew program designee's (APD) must have successfully completed the operator's approved training program in which the candidate will be authorized to conduct evaluations for the issuance of certificates.
- Have satisfactorily completed a formal ground school conducted by the FAA that includes the subjects contained in paragraph 377 of this section

NOTE: See chapter 6 of this volume for more detail regarding APD qualifications.

C. Qualifications of Candidates Other Than Pilots. Examiner candidates who are not pilots must have the following qualifications:

- Designated flight engineer examiner candidates must have successfully completed the operator's approved training program in which the candidate will be authorized to conduct evaluations for the issuance of certificates, or the training program conducted by the training center and the appropriate training in the differences between the operator's approved training program and that of the training center
- Designated flight engineer and aircraft dispatcher examiner candidates must have satisfactorily completed a formal ground school conducted by the FAA that includes the subjects contained in paragraph 377 of this section
- Hold the appropriate airman certificate and rating(s), if applicable
- Status as a flight engineer check airman or dispatcher supervisor, as appropriate, in the operator's training program
- A recommendation from the operator that includes a resume of training and professional experience
- A good record of compliance with the FAR (Isolated and unrelated violations or incidents are not disqualifying.)

377. EXAMINER CANDIDATE TRAINING AND OBSERVATION. The supervising inspector shall ensure that examiner candidates are trained and observed in their functions prior to designation. TCE's must also complete the employing centers approved instructor and TCE training as well as the training described in this section.

A. Candidate Training. Examiner candidates must be trained in certification policies, procedures, and standards. The supervising inspector must ensure that the candidate is trained in the following specific areas:

- The knowledge, abilities, and skill requirements for the original issuance of the certificate and added ratings, as applicable
- The procedures, methods, and techniques associated with administering the required certification tests
- Examiner responsibilities, authority, and limitations under 14 CFR and applicable FAA orders
- The use of FAA forms and job aids associated with the particular examiner function
- Administrative procedures and relationships with supervisory inspectors

B. Representing the FAA. Inspectors shall stress to examiner candidates that in performing the functions of an examiner, they are representatives of the Administrator. Candidates must understand that matters such as company loyalties, economic conditions, union affiliations, and seniority are not relevant to the certification of airmen.

C. FAA Observation of the Candidate. After the examiner candidate has been trained, a qualified inspector shall observe the examiner candidate conducting a complete certification test consisting of oral, simulator, and aircraft portions, (or practical evaluation) as applicable. The following methods of observation may be used, in descending order of preference:

(1) An Actual Certification Evaluation. The preferred method is that the inspector shall observe an examiner conducting all portions of an actual certification test.

(2) Simulated Certification Evaluation. When circumstances make the observation of an actual certification test impractical, inspectors may observe the examiner candidate conducting a competency or proficiency check as if the check were being conducted for certification.

(3) Other methods. Other methods, such as the inspector acting as the applicant, may be used when preferred methods are not practical.

D. Recording Examiner Training. Supervising inspectors who conduct training for an examiner candidate shall complete FAA Form 8000-36, Program Tracking and Reporting Subsystem (PTRS) Data Sheet, using activity code 1595 for each examiner candidate trained. The inspector shall use Section IV and J799 to identify the type of training activities that are conducted.

379. OVERSIGHT AND SUPPORT OF DESIGNATED EXAMINERS. Supervising inspectors are responsible for the oversight and support of designated examiners. The following guidance applies:

A. Meeting with Examiners. Supervising inspectors shall ensure competent performance by each designated examiner in respect to handling of applicants, maintenance of desired test standards, and accurate completion and processing of certification paperwork. Designated

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examiners should be encouraged to contact their supervising inspectors to resolve questions or difficulties. Sufficient contact is essential, and shall include regular and special meetings and annual briefings, as follows:

(1) Regular Safety Standardization Meetings. At least annually, supervising inspectors shall conduct regularly scheduled meetings with designated examiners for the purpose of maintaining desirable standards and effective working relationships. These meetings shall be recorded in the PTRS system under activity code 1595.

(2) Special Safety Standardization Meetings. Supervising inspectors shall call special meetings whenever a significant change affects the process of FAA airman certification in respect to air transportation examiners.

(3) Annual FAA Briefing of Examiner. Each designated examiner shall attend an annual briefing conducted by a supervising inspector which specifically addresses the functions of a designated examiner. This briefing may be accomplished in conjunction with a safety standardization meeting, but must be accomplished as a condition of renewal.

B. Examiner Supplies and Materials. Supervising inspectors shall ensure that each designated examiner has access to the materials necessary for the examiner's tasks. The following materials shall be made available before designation of any candidate, and revisions to the materials, shall be made readily accessible to the designee thereafter:

- FAA Order 8400.10, Air Transportation Operations Inspector's Handbook, volume 3, chapter 3, Check Airman, Instructor, and Supervisor Programs
- FAA Order 8400.10, Air Transportation Operations Inspector's Handbook, volume 5, Airman Certification and Designated Examiners
- FAA Order 8700.1, "General Aviation Operations Inspector's Handbook," when a DPE or PPE is to be authorized to conduct evaluations of personnel in air transportation operations.
- FAA Order 8710.3B, "Pilot Examiner's Handbook," chapter 5, "Conduct Practical Test/ Certification Functions," chapter 10, "Conduct an Airline Transport Certification, including Additional Category/Class Ratings," chapter 12, "Conduct a Pilot Type Rating Certification," and chapter 14, "Accomplish Designation/Conduct Practical Tests as a Pilot Examiner-Simulator Only," chapter 5 contains samples of applications, completed certificates and other information.
- Appropriate job aids (may be copied from FAA Order 8400.10)
- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8060-5, Notice of Disapproval of Application

- FAA Form 8000-36, Program Tracking and Reporting Subsystem (PTRS) Data Sheet

381. EXAMINER RECORDS FILE. The designating flight standards district office (FSDO) or certificate management office (CMO) shall maintain an examiner records file for each designated examiner. This file shall contain the following:

- FAA Form 8710-6, "Examiner Designation and Qualification Record" for each original designation and renewal
- FAA Form 8430-9, "Certificate of Authority" for each original designation of authority and renewal
- FAA Form 8000-5, "Certificate of Designation" for each original designation and renewal
- Violations history, if any, available from the Flight Standards Information System (FSIS)
- Any pertinent correspondence

NOTE: This information may be obtained through the National FSAS/ISIS data base. It will provide the supervising inspector with a complete record of the candidate's qualifications, accident, incident and enforcement history, and PTRS activity as selected during the query process.

383. PROCESSING INITIAL EXAMINER DESIGNATIONS.

PTRS Code, FAR Part 183:

- 1551 - Pilot Examiner- Large/Turbine (ATPE/DPE)
- 1552 - Pilot Examiner - Other (DPE)
- 1553 - Pilot Proficiency Examiner - (PPE)
- 1555 - Aircraft Dispatcher
- 1559 - Training Center Evaluator -(TCE)
- 1561 - Flight Engineer Examiner
- 1562 - Aircrew Program Designee (APD)

Supervising inspectors shall ensure that all the requirements for an examiner designation have been met and shall prepare the necessary paperwork as follows:

A. *FAA Form 8710-6, Examiner Designation and Qualification Record.* After the examiner applicant has completed and signed the front of FAA Form 8710-6, the supervising inspector shall complete the form as follows:

(1) On the back of the form under the block labeled "Additional Qualifications," the inspector shall enter the certificates, ratings, and aircraft type as applicable for which the designated examiner is authorized to conduct certification tests.

(2) In the action block at the bottom on the reverse side of the form, the supervising inspector shall cross out the word “region” and enter the word “district” or “certificate management,” as applicable.

(3) The supervising inspector shall check both sides of the form for accuracy and completeness.

(4) The supervising inspector shall enter the type of designation, “APD” or “TCE,” followed by the certificate and airplane type in the space labeled, “Type of Designation,” below the “District Office Action” block. (i.e., ATP AMEL B-727)

(5) The supervising inspector shall enter the designated examiner's airman certificate number and designation identification in the space labeled, “Certificate of Authority Issued” in the space titled, “No.” If the examiner candidate is to be an APD for an air carrier, use the designator for that air carrier. If the candidate is to be a TCE, use the designator for the training center.

(6) The supervising inspector shall enter the expiration date, which is normally the last day of the month in the following year corresponding to the month of designation. Special circumstances may call for an earlier expiration date.

(7) The supervising inspector shall enter the applicable flight standards office in the “DO to Serve Under” block.

(8) The supervising inspector shall sign the “Inspector’s Signature” block.

B. Examiner Designation Numbers. For APDs and TCEs the airman's certificate number, coupled with the applicable 4-character air carrier or training center designator, may be used in all instances when an examiner designation number may be called for. If the examiner candidate is to be an APD for an air carrier, use the designator for that air carrier. If the candidate is to be a TCE, use the designator for the training center (i.e., an APD for Delta Airlines would be 123456789DALA).

C. Other Forms. Supervising inspectors shall prepare FAA Form 8000-5, “Certificate of Designation” and FAA Form 8430-9, “Certificate of Authority” (see figures 5.5.2.3. and 5.5.2.4., respectively). The originals of these forms shall be issued to the designated examiner. Copies shall be retained in the appropriate examiner's record file.

D. Approval Authority. The office manager, POI, TCPM, or an inspector authorized to act for these individuals, shall indicate approval of each examiner candidate by completing the first line of the block labeled, “District Office Action” on the FAA Form 8710-6, and by signing in the appropriate spaces on FAA Form 8710-6, 8430-9, and 8000-5.

E. Letter of Authority. The inspector approving the candidate’s designation as an examiner shall prepare the Letter of Authority (LOA). The LOA serves two purposes:

- It specifies the exact authority conveyed to the examiner by the designation, which may not be otherwise possible to include on the FAA Form 8430-9 "Certificate of Authority," due to space limitations
- It provides a record of approval and a basis for subsequent amendment and dissemination of information to affected FAA offices which may be transmitted via electronic mail

385. DESIGNATED EXAMINERS ABROAD. An examiner may be designated to serve at locations outside of the United States, provided the designated examiner will examine only U.S. citizens or applicants trained under a training center's approved program, or individuals employed as flight crewmembers of a FAR Part 121 or 135 air carrier and trained under that operator's approved training program. The designated examiner's activities must be adequately supervised by an FAA inspector. POIs may depend upon inspectors provided by international field offices (IFO) or by another domestic field office for this supervision. A person who is not a U.S. citizen may be designated as an examiner abroad only when the need cannot be filled by a U.S. citizen and the individual has met the US certification requirements for the examining authority requested. Additionally, approval must be obtained from the applicable regional flight standards division (RFSD) manager.

387. SHARED OVERSIGHT OF EXAMINERS. A check airman may be designated as more than one type of designated examiner or as a designated examiner for more than one operator. In such a case, more than one inspector may supervise a designated examiner. The following guidance applies:

A. Supervisory Responsibilities. POIs and managers should delegate responsibility for supervising all of a designated examiner's activities to a single inspector when practical. It may be necessary, however, for the supervisory responsibility to be divided in accordance with the activities the designated examiner is authorized to perform. For example, a check airman might be approved as an APD by authority of a FSDO in Florida; under that authority the examiner might conduct B-747 type ratings for an operator whose certificate is held in that state. The same person might also be designated pilot examiner for general aviation, by authority in Colorado. In such a case, the examiner would be supervised by an APM in Florida for B-747 activities and by an appropriately rated inspector in Colorado for general aviation activities.

B. Responsibility for Maintaining Examiner Files. An inspector must be assigned the responsibility for maintaining a particular designated examiner's file. When more than one FSDO is involved, the file should normally be maintained by the office for which the designated examiner performs air transportation functions. When the examiner conducts certifications for more than one Part 121 or Part 135 operator, the file should be maintained in the office of original designation. Other arrangements are permissible and may be negotiated to the satisfaction of the applicable FSDOs and CMOs.

C. Procedure for Granting Additional Examination Authority. The training and observations required for an examiner's second designation must be completed before the designated inspector

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can amend the examiner's FAA Form 8710-6, "Examiner Designation and Qualification Record" and FAA Form 8000-5, "Certificate of Designation," FAA Form 8430-9, "Certificate of Authority," and Letter of Authority.

(1) When the authority is requested for an examiner to be designated for a second operator, the examiner candidate must complete qualification as a check airman for the second operator as a precondition of designation.

(2) The inspector tasked with performing any required observations of the designated examiner is responsible for notifying the inspector who maintains the designated examiner's file once the observations have been completed and the check airman designation has been made for the second operator.

D. Expiration Date. All designations expire on the expiration date on the FAA Form 8710-6, "Examiner Designation and Qualification Record," FAA Form 8430-9, "Certificate of Authority," and Letter of Authority, which is the normally the last day of the month in the following year corresponding to the month of designation. Part 183 calls for a 1-year term to expiration. Special circumstances may call for an earlier expiration date, but not a longer one.

(1) When an examiner performs multiple certification services under authority granted by a single FSDO, the supervising inspector should normally change the expiration date to the last day of the month in the following year corresponding to the month of the most recent designation.

(2) When an examiner performs multiple certifications under authority granted by a more than one FAA office (as in paragraph 387a), the expiration date is not normally changed.

E. Records. When the oversight of a designated examiner is shared by more than one FAA office, the FSDO manager or the CMO manager with responsibility for maintaining the designated examiner's records file shall coordinate with the other office(s), as appropriate, before approving the designation. When the designation has been completed, a copy of the Letter of Authority shall be sent to those other office(s).

389. AMENDMENT OF DESIGNATED EXAMINER DESIGNATIONS. The manager responsible for maintaining a designated examiner's records file may amend an examiner's FAA Form 8000-5, Certificate of Designation, and FAA Form 8710-6, Examiner Designation and Qualification Record, FAA Form 8430-9, Certificate of Authority, and LOA at any appropriate time. An amendment is appropriate when any of the following elements of a designated examiner's certification authority is changed: designation, certificate, aircraft type, operator, or training center. When an FAA Form 8000-5 is amended, the inspector must cancel any previously issued form by marking the words "CANCELED" across the face of the certificate, and issue a new one. When the FAA Form 8000-5 is amended to include more than one designation, the FAA Form 8710-6 must also be amended. The supervising inspector shall enter an adequate description of each designation in the "Additional Qualifications Limitations" block. The FAA Form 8430-9 shall be changed as well to reflect the additional authorizations. When more than one FSDO or CMO is involved, the office supervising each activity must be listed on

this certificate. The supervising inspector shall show the additional authorities and limitations on the LOA and forward copies to the affected offices. The administrative steps for the issuance of an amended certificate of designation are the same as those outlined for initial designation (see paragraph 379).

391. RENEWAL OF DESIGNATIONS.

PTRS Code, 14 CFR part 183:

- 1551 - Pilot Examiner- Large/Turbine (ATPE/DPE)
- 1552 - Pilot Examiner - Other (DPE)
- 1553 - Pilot Proficiency Examiner - (PPE)
- 1555 - Aircraft Dispatcher
- 1560 - Training Center Evaluator-(TCE)
- 1561 - Flight Engineer Examiner
- 1562 - Aircrew Program Designee (APD)

A. An examiner designation expires no later than the last day of the month in the following year corresponding to the month of original issue or most recent renewal. The renewal process will normally be accomplished during the two months preceding or in the month that the examiner would expire.

Example: An examiner designated on January 15, 1994, would expire on January 31, 1995. The renewal process would normally be conducted in the period from November through January, completing the process no later than the end of January.

B. The examiner SHALL NOT conduct any evaluations after the due date if he/she has not been renewed and issued a new FAA Form 8430-9. If the renewal process is not completed within 30 days following the expiration date, the examiner may be reinstated using the same process used for initial designation. At expiration a designation does not continue in force. The inspector should ensure that the need for a designated examiner continues to exist before considering renewal. If conditions necessitating an examiner continue to exist, the examiner's designation is normally renewed in the month corresponding to the month of original issue or most recent renewal. Inspectors should use the following procedures:

(1) Required Forms. The inspector assigned to the designated examiner shall renew the designation after satisfactory completion of the required annual observation and required annual briefing. The following forms shall be updated:

- FAA Form 8710-6, "Examiner Designation and Qualification Record"
- FAA Form 8430-9, "Certificate of Authority"
- Letter of Authority
- Initiate a new FAA Form 8000-36, Program Tracking and Reporting Subsystem (PTRS) Data Sheet, to record the renewal action after all actions have been completed.

(2) Annual FAA Observation of Check.

PTRS Code, FAR Part 183:

- 1664 - Pilot Examiner - Large/Turbine (ATPE/DPE)
- 1665 - Pilot Examiner - Other (DPE)
- 1666 - Pilot Proficiency Examiner - (PPE)
- 1668 - Flight Engineer Examiner
- 1669 - Aircraft Dispatcher
- 1672 - Aircrew Program Designee (APD)
- 1673 - Training Center Evaluator- (TCE)

(a) Within three calendar months before expiration, the examiner shall be observed conducting a complete check. In the case of Pilot Examiners (DPE, PPE, APD, TCE), this evaluation shall include observation of oral, simulator and aircraft evaluation activities, as applicable. The observation shall be conducted by the supervising inspector, or by another appropriately rated inspector appointed by the supervising inspector.

(b) Type of Check. For renewal purposes, inspectors may observe designated examiners conducting the following activities, in descending order of preference:

- A certification check
- A proficiency check
- A competency check

NOTE 1: In rare cases, the inspector may observe the examiner's own proficiency or competency check. To complement this observation, the inspector may perform maneuvers or procedures for the designated examiner to evaluate.

NOTE 2: In the event that the necessary observations cannot be accomplished within the required time frame and evaluation should be made as to the continued need for an evaluator.

(c) Multiple Certification Services (DPE/PPE/ TCE). When the designated examiner has authorizations for certification services that are closely related, only one observation by an inspector may be required.

Example: A TCE with examination authority for more than one operator under the same training program needs to be observed annually performing the applicable activities for only one of the operators if the operator's curriculums are essentially the same and the POI/TCPPM concurs.

(d) Similarly, participation in a line observation program and demonstration of instructional proficiency need be accomplished on only one of the operators. When an individual is authorized to evaluate personnel of more than one operator, the observations should be rotated among the operators' programs. On the other hand, an APD for the B-747 who is concurrently a designated pilot examiner (DPE) in gliders needs at least two annual FAA observations, one in each activity.

(e) **Scheduling.** The designated examiner is responsible for scheduling each required annual FAA observation and each annual briefing far enough in advance to assure that they may be accomplished before expiration. A designated examiner who is beyond expiration may not conduct any certification activity on behalf of the Administrator until all annual requirements are met and the renewal has been completed.

(f) **Annual Briefing.** Each designated examiner must attend a meeting or a briefing conducted by an inspector which specifically addresses the functions of a designated examiner. This briefing may be accomplished in conjunction with a safety or standardization meeting.

393. PROCESSING DESIGNATED EXAMINER CERTIFICATION PAPERWORK.

Section 183.17 requires that designated examiners make reports as prescribed by the Administrator. Designated examiners shall forward airman certification paperwork to the designated FSDO for review, processing, and transmittal to the Airman Certification Branch. When a multiple designation with more than one supervising office is involved, certification paperwork shall be sent to the supervising office for each designation. This paperwork shall only be submitted to, and processed by, the specified office; it may not be accepted by other offices.

A. Designated Examiner Responsibilities. Designated examiners must complete the airman certification paperwork in accordance with the requirements of this volume in the handbook. The paperwork must be accurate, complete, and timely. Designated examiners must complete the PTRS data sheets for each test conducted. Satisfactory fulfillment of this responsibility is a requirement for renewed designation as an examiner.

B. Supervising Inspector Responsibilities. Supervising inspectors are responsible for training designated examiners on correct documentation. Supervising inspectors should provide the designated examiners with ample PTRS data sheets, and should ensure that as much information as possible should be overprinted on these forms. Inspectors may overprint forms or job aids in any convenient manner, such as by pen, pencil or copy machine.

395. REVIEW OF DESIGNATED EXAMINER DECISIONS. If an airman is dissatisfied with a designated examiner's decision, the airman may appeal to the supervising inspector for a retest. The airman must submit the appeal in writing and indicate the reasons for protesting the designated examiner's decision. The responsible inspector shall review the matter and decide if retesting is appropriate. If the inspector grants a retest, a new application must be completed by the airman, and the entire test must be accomplished again with an FAA inspector.

397. TERMINATION AND CANCELLATION OF DESIGNATED EXAMINER DESIGNATION. An examiner designation normally terminates at the expiration date, but may be terminated early or canceled for cause.

A. Normal and Early Termination. The termination of an examiner designation may be based on any of the following administrative factors:

- A change in needs for examiner services

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- A change in the designated examiner program policy
- A change in the designated examiner's employment, base of operations, or professional activities, such as loss of check airman status
- Voluntary surrender of the designation, by the designated examiner's written request for termination
- A request for termination of examiner authority made by the designated examiner's employer

B. Cancellation for Cause. An examiner designation may be canceled for cause by the FAA under certain circumstances. The cancellation of an examiner designation may be based on any of the following causes:

- Evidence of malpractice, fraudulent use of the designation, or any actions by the designated examiner which discredit the FAA
- Unsatisfactory performance in any aspect of the designated examiner's functions, including failure to complete certification paperwork accurately or unwillingness or inability to carry out the supervising inspector's instructions
- Evidence indicating that requirements for the original designation were not met at the time of designation
- Failure of the examiner to meet annual requirements for renewal in a conscientious and timely manner

399. CANCELLATION FOR CAUSE PROCEDURES. The following steps shall be followed when implementing cancellation for cause:

A. Certified Mail - Return Receipt Requested. POIs, TCPMs and FSDO/CMO Managers shall notify a designated examiner of the cancellation of the examiner's designation for cause by "Certified Mail -Return Receipt Requested" (see figures 5.5.2.6. and 5.5.2.7.). A letter shall also be sent by conventional mail to each operator or training center that is affected by the cancellation. The letter shall be prepared by the supervising inspector and shall contain the following:

- A notification that the cancellation is effective immediately
- A statement that prohibits the designated examiner from conducting any further examinations until the matter is resolved
- A clear statement of the reasons for the cancellation action
- The specific reasons for the proposed action, together with relevant FAR or handbook guidance
- In the case of unacceptable conduct by a designated examiner, specific examples of this conduct
- A statement that the designated examiner has the option to respond in writing or to appear in person within 10 days of receipt of the letter
- A statement that if the designated examiner chooses to appear in person, the examiner may be accompanied by counsel

- A statement that the designated examiner has a right to appeal to the RFSD manager in writing or in person
- A statement that a record will be made of any meeting concerning appeal
- A statement that directs the designated examiner to return to the FSDO the FAA Form 8430-9, "Certificate of Authority," and FAA Form 8000-5, "Certificate of Designation," as well as all unused FAA materials and supplies.

B. Fact-Finding Meeting. The manager having designation authority shall conduct a fact-finding meeting when requested by the designated examiner. A record of this meeting must be made by the inspector, in the form of notes taken by a secretary, a summary made by an inspector, or a transcript prepared by a court reporter. The designated examiner shall be provided with a copy of the record and shall be offered an opportunity to submit comments. The manager shall attach to the record any comments submitted by the designated examiner.

C. Decision of the Inspector - Notification Procedures. The inspector having approval authority for a designated examiner also has cancellation authority. Before reaching a decision, the inspector, usually the POI or FSDO manager, shall consider the facts provided by the designated examiner and the advice provided by the certificate manager and the RFSD. Once a decision is reached, the inspector shall notify the designated examiner by "Certified Mail -Return Receipt Requested." The decision shall be (1) to allow the designated examiner to resume examination activities at once; (2) to resume examination activities after having successfully completed specified training and reevaluation; or (3) to cancel the examiner's designation.

D. Appeal to the Regional Flight Standards Division Manager. An airman whose examiner designation has been canceled may appeal that decision to the regional flight standards division manager. In making this appeal, the airman may provide a written statement or may request to appear in person. The following procedures apply:

(1) *Appearance in Person.* Should the airman request to appear in person, the regional division manager shall invite regional counsel to attend. A record of the meeting shall be made. The airman shall be provided with a copy of the record and shall be offered an opportunity to submit comments. These comments shall be attached to the record.

(2) *Decision of RFSD - Notification Procedures.* The airman shall be notified of the regional division manager's decision and the reasons for it by "Certified Mail - Return Receipt Requested," with an information copy sent to the CHDO. Should the division manager concur with the inspector in favor of cancellation of the airman's examiner designation, the letter shall include advice to the airman about legal recourse. Recourse is available by petition for review to the United States Court of Appeals within 60 days of the postmark of the division manager's letter.

E. Recording the Cancellation for Cause. When an examiner designation is canceled for cause, the POI or office manager shall complete the designated examiner's current FAA Form 8710-6, "Examiner Designation and Qualification Record," as follows:

- (1) The word "CANCELED" shall be stamped or typed in the block titled, "Inspector's

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Recommendation Action,” in the section labeled, “Justification for Approval/Reasons for Disapproval.” In the same space, the inspector or office manager shall enter an explanation of the reasons for the cancellation.

(2) The inspector shall sign and date the form under the explanation of the reasons for cancellation.

(3) This form shall be retained in the designated examiner’s records file in the CHDO for at least 2 years.

401. OTHER ACTIONS. When an inspector or office manager confirms a report of unacceptable conduct by a designated examiner, such as irresponsibility or incompetence, or personally observes unacceptable conduct, appropriate action must be taken, as follows:

A. Counseling or Training.

(1) PTRS 1595 FAR Parts 61, 63, 65, 121, 135, 142.

(2) Appropriate action may take the form of counseling or training. In such cases, the inspector must record the reason for the action and some description of the action itself, and shall enter that information in the PTRS system and in the designated examiner's records file.

B. Reexamination for Competence.

(1) PTRS 1534 - Reexamination (formerly 609 reexamination).

(2) In cases when professional incompetence is observed or when safety is jeopardized, the inspector may require a reexamination of the examiner's competence in accordance with Title 49 U.S.C., § 44709 (formerly Section 609a of the Federal Aviation Act of 1958).

C. Criminal Prosecution. In extreme cases such as fraud, the facts in the case must be provided to the Department of Justice for possible criminal prosecution.

403. COORDINATION WITH RFSD. Before taking any action, POIs, TCPMs and FSDO managers shall ensure the matter is thoroughly documented and shall coordinate with the applicable regional flight standards division office and the regional counsel.

404.-410. RESERVED.

FIGURE 5.5.2.1 FAA FORM 8710-6, "EXAMINER DESIGNATION AND QUALIFICATION RECORD" (FRONT)


 U.S. Department of Transportation Federal Aviation Administration		EXAMINER DESIGNATION AND QUALIFICATION RECORD		TYPE OF DESIGNATION PRIVATE PILOT COMMERCIAL PILOT EXAMINER AIRLINE TRANSPORT PILOT EXAMINER PROFICIENCY PILOT EXAMINER FLIGHT ENGINEER EXAMINER FLIGHT INSTRUCTOR EXAMINER OTHER				
Attach supplemental sheets if more space is required for any item								
1. NAME (Last, first, middle)		Telephone No.						
2. ADDRESS (Number, street, city, state, and ZIP code)			3. DATE OF BIRTH (Month, day, and year)					
			4. U.S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO					
5. DO YOU NOW HOLD, OR HAVE YOU EVER HELD, AN EXAMINER DESIGNATION		YES <input type="checkbox"/> NO <input type="checkbox"/> TYPE AND NUMBER						
6. HAS ANY CERTIFICATE OR RATING ISSUED YOU EVER BEEN SUSPENDED OR REVOKED OR HAVE YOU PAID A CIVIL PENALTY AS A RESULT OF A VIOLATION OF THE FEDERAL AVIATION REGULATIONS. (Complete for original designations only)								
YES <input type="checkbox"/> NO <input type="checkbox"/>								
7. CERTIFICATES HELD								
TYPE	CERTIFICATE NO.	RATINGS	DATE ISSUED					
8. FLIGHT EXPERIENCE (in hours)								
	AIRPLANE		ROTORCRAFT		GLIDERS		INSTRUMENT FLIGHT (Actual or sim)	NIGHT FLIGHT
	TOTAL	LAST 12 MOS.	TOTAL	LAST 12 MOS.	TOTAL	LAST 12 MOS.		
PILOT-IN-COMMAND								
FLIGHT INSTRUCTION GIVEN								
COPILOT								
FLIGHT NAVIGATOR								
FLIGHT ENGINEER								
9. EMPLOYMENT (Indicate professional experience pertinent to this designation)								
EMPLOYER'S NAME	NATURE OF WORK			DATES		TITLE OF POSITION		
10. SPECIAL TRAINING PERTINENT TO THE DESIGNATION								
CERTIFICATION: I certify that I am familiar with the requirements for this designation, its privileges and limitations, and that the information stated herein is true. It is understood that this designation may be terminated upon notice by the FAA for the reasons specified in section 183.15(c) of the Federal Aviation Regulations.								
DATE				SIGNATURE				

FIGURE 5.5.2.1. (continued) FAA FORM 8710-6, "EXAMINER DESIGNATION AND QUALIFICATION RECORD" (REVERSE SIDE)

FOR FAA USE									
TYPE OF ACTION		FLIGHT TEST ACTIVITIES-GENERAL AVIATION (Complete for renewals and additional designations)					DATE LAST REPORT SUBMITTED		
		CERTIFICATES/RATINGS	TOTAL SUBMITTED	DISAPPROVED BY EXAMINER	ACCEPTED BY INSPECTOR	RECHECKED BY INSPECTOR	NO. RE-TURNED FOR CORRECTION		
ORIGINAL ISSUANCE									
RENEWAL		PRIVATE PILOT							
		COMMERCIAL PILOT							
ADDITIONAL AUTHORITY		AIRLINE TRANSPORT PILOT							
SPOT CHECK ONLY - NO RENEWAL EFFECTED		INSTRUMENT RATING							
		ADDITIONAL RATINGS							
		PRIVATE							
		COMMERCIAL							
		ATR							
CHARACTER AND REPUTATION (Include industry and community reputation as well as personal knowledge possessed by FAA personnel)									
PROFESSIONAL ABILITY (Brief narrative description of examiner indoctrination and training given and results expressed as "good," "excellent," or "unsatisfactory.")									
<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Complete for original issuance and reinstatements only</div> <div></div> </div>									
INSPECTOR'S RECOMMENDATION/ACTION						APPROVE			
						DISAPPROVE			
JUSTIFICATION FOR APPROVAL/REASONS FOR DISAPPROVAL									
The individual named has been flight tested/examined and deemed competent to perform the duties of the designation indicated below.									
DESIGNATION	PRIVATE PILOT	CATEGORY	ADDITIONAL QUALIFICATIONS LIMITATIONS (For pilot flight engineer examiner give aircraft category)						
	COMMERCIAL PILOT EXAMINER								
	AIRLINE TRANSPORT PILOT EXAMINER								
	PROFICIENCY PILOT EXAMINER	AIRPLANE							
	FLIGHT ENGINEER EXAMINER								
	FLIGHT INSTRUCTOR EXAMINER	ROTCRAFT							
OTHER	GLIDER								
DATE		OFFICE NO.		INSPECTOR'S SIGNATURE					
REGIONAL OFFICE ACTION									
CONCUR		DATE		SIGNATURE					
DISAPPROVE									
TYPE OF DESIGNATION				CERTIFICATE OF AUTHORITY ISSUED					
				NO.		DO TO SERVE UNDER		EXPIRATION DATE	

FIGURE 5.5.2.2. (Reserved)

FIGURE 5.5.2.3. FAA FORM 8000-5, "CERTIFICATE OF DESIGNATION"



Certificate of Designation

Reposing special trust and confidence in the integrity, diligence, and discretion of

who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as

with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation.


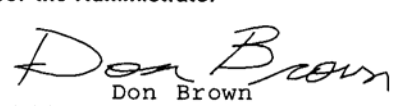
Issued at

By Direction of the Administrator

Dated

Certificate No.

FIGURE 5.5.2.4. FAA FORM 8430-9, "CERTIFICATE OF AUTHORITY"

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION CERTIFICATE OF AUTHORITY		DESIGNATION NO. SW-17-1234
 DESIGNEE'S SIGNATURE	NAME Jim Little	DESIGNATION EXPIRES 9-94
	Is authorized to act in the capacity of a PE - Airplane	
	AT FIXED BASE OF OPERATION Little Rock, Arkansas, District	
	for the Administrator <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> 09-23-93 (DATE) </div> <div style="text-align: center;">  Don Brown (SIGNATURE) </div> </div>	
FAA FORM 8430-9 (1-70)		

The bearer has received all pertinent instructions and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the following district office or offices:

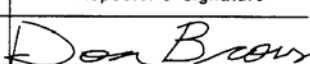
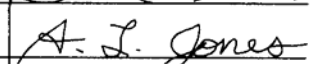
Office	Date	Inspector's signature
LIT FSDO	9-23-93	
BTR FSDO	10-15-93	

FIGURE 5.5.2.5. (Reserved)

FIGURE 5.5.2.6.

SAMPLE LETTER OF NOTIFICATION OF PROPOSED REVOCATION

(Office Letterhead)

November 28, 2007

"CERTIFIED MAIL RETURN RECEIPT REQUESTED"

In Reply

Refer to: Jones

Mr. John J. Examiner
1011 S. Cottage Grove Ave.
Urbana, Illinois 33022

Dear Sir,

This office has evidence that indicates you issued an B-787 type rating to Mr. John Smith on November 27, 2007, without conducting the required flight examination.

This is to inform you that this matter is under investigation by the Federal Aviation Administration, and this office is considering canceling your airman examination designation. We wish to offer you an opportunity to discuss the incident personally and/or submit a written statement. If you desire to do either, this should be accomplished within 10 days following receipt of this letter. Your statement should contain all pertinent facts and any extenuating or mitigating circumstances which you believe may have a bearing on this incident. You may contact this office by telephone at (303) 555-1111.

Until this matter is resolved, you may not conduct any airman examinations and are directed to return all examiner materials and supplies issued to you.

Sincerely,

John Jones
Manager

FIGURE 5.5.2.7.
SAMPLE LETTER OF NOTIFICATION

(Office Letterhead)

December 1, 2007

"CERTIFIED MAIL RETURN RECEIPT REQUESTED"

In Reply
Refer to: Jones

Yucan Fly Aviation
141 Airport Road
Aileron, Illinois 33022

Dear Sir,

This letter serves as notice that Mr. John J. Examiner no longer has authorization to represent the Federal Aviation Administration as a pilot examiner.

Any questions regarding this matter may be directed to the Flight Standards District Office by telephone at (303) 555-1111.

Sincerely,

John Jones
Manager

APPENDIX 6. ORDER 8400.10, VOLUME 3, CHAPTER 17

CHAPTER 17. PART 142 TRAINING CENTERS

SECTION 1. TRAINING CENTER AND TRAINING CENTER PROGRAM MANAGER (TCPM) OVERVIEW

1. PURPOSE. This chapter incorporates the Title 14 of the Code of Federal Regulations (14 CFR) part 142 Training Center guidance previously located in FAA Order 8700.10, Chapters 148 through 154. This chapter supersedes and is meant to replace all previous guidance issued concerning FAA policy and procedures for the management of part 142 Training Centers.

2. BACKGROUND. Prior to the implementation of part 142, regulations did not permit organizations other than certificated air carriers to use qualified simulators or flight training devices (FTD) to conduct the training, checking, and testing of airmen required to meet the regulatory qualification requirements of airmen. To acknowledge the advantages of using simulation technology, the FAA issued various regulatory exemptions to training organizations that enabled them to conduct training and qualification through the use of flight simulation devices. In 1996, part 142 was implemented and provided the regulatory basis to certificate training centers using approved curriculum, qualified instructors, and authorized evaluators to conduct the training, testing, and checking of airmen in qualified simulators and FTDs.

A. The certification of part 142 training centers also made additional resources available to air operators (14 CFR parts 121, 125, 135, and 91 subpart K) to enable them to enter into agreements with a training center to conduct simulator flight training and checking for their crewmembers. With approval of the operator's Principal Operations Inspector (POI), a training center may conduct a portion of the operator's approved training program. This provision has enabled approved centers to provide a valuable service to operators who would otherwise not have the benefit of advanced flight training devices or simulators to use in their crewmember training curriculums.

B. In addition to adopting part 142, the FAA also revised applicable sections of 14 CFR parts 61, 63, 91 subpart K, 121, 125, 135, and 141 to afford a means for crediting the training, testing, and checking accomplished in flight simulators toward the flight training requirements of those parts.

3. GENERAL. Part 142 permits a certificated training center to use approved simulators, FTDs, and aircraft in conjunction with approved curriculum(s), qualified instructors, and evaluators to accomplish airman training, testing, and checking to meet the requirements of parts 61 and 63. Through an approved curriculum, a training center may offer 100 percent training, checking, and testing in Level C or D flight simulators. 14 CFR part 119 Air Operators conducting operations under parts 121, 125, and 135 as well as operators under part 91 subpart K and 14 CFR part 137 may also, under certain conditions, permit training centers to conduct the required training and checking of their crewmembers. Conditions under which an air operator may permit a training center to conduct required training, testing and checking are outlined later in this chapter.

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4. DEFINITIONS. The following definitions are provided to clarify their use as they pertain to this chapter and part 142 training centers. Other training and technical terms not specifically listed, but which appear in this chapter, shall carry the same definition and/or connotation as used elsewhere within this Order, 14 CFR Chapter 1, and/or appropriate FAA guidance.

A. Advanced Flight Training Device (AFTD). For the purpose of this chapter and the certification of part 142 training centers, the term Advanced Flight Training Device (AFTD) applies to Level 6 or 7 Flight Training Devices (FTDs) as approved and described in AC 120-45, Airplane Flight Training Device Qualification, as amended.

NOTE: When 14 CFR part 60 becomes effective, the terminology and definition of Flight Training devices within that rule will take precedent over the definitions contained in this chapter.

B. Air Carrier and Air Operator (“carrier” or “operator”). As used in this chapter, these terms are interchangeable and apply to each person operating or intending to operate civil aircraft as an air carrier or commercial operator, in air commerce. These terms also refer to any operator who receives an air carrier or operator certificate authorizing operations under parts 121, 125, and 135 and for the purpose of this chapter also applies to fractional ownership program managers conducting flights under part 91 subpart K.

C. Assistant Training Center Program Manager (ATCPM). The CHDO may assign Assistant TCPMs on an as required basis for the training center. Assistant TCPMs have responsibility for the complexity assigned to the TCPM and as such, normally participate in the full range of TCPM duties. This position can be used only in conjunction with an existing authorized TCPM position. The TCPM maintains technical oversight for the center.

D. Foreign Training Center. A training center or satellite training center that is located outside of the 50 United States.

E. Partial Program Manager (PPM). Partial program managers are assigned as aircraft subject matter experts to assist TCPMs when the numbers of aircraft at a particular training center require such assistance.

F. Remote Training Site. A remote training site is a site that is temporary in nature and operated to accommodate a specific or limited training center need. Remote sites are distinguished by the use of facilities, such as simulators or classrooms, which may be dry leased and may or may not be under the direct operational control of the certificated training center (principal training center). However, management, staffing, training curricula, and courseware remain under the control of the principal training center. Remote training sites may be authorized by the TCPM on a temporary basis through the issuance of an approval letter for periods not to exceed 120 days. Extensions may be granted for extenuating circumstances.

G. Satellite Training Center. Satellite training centers are considered to be permanent in nature and function under the operational control of the principal training center. Although physically separated from the principal training center, responsibility for regulatory compliance of the satellite rests with the principal training center. The principal center is also responsible for

the successful maintenance of delivery of all assigned curriculums, and courseware used by the satellite. Approval of the satellites FTD and simulators is also the responsibility of the principal center. Satellite training centers receive their authority to operate through the training specifications issued to the principal certificate-holding training center.

H. Syllabus. A detailed summary or outline describing the main points of a course of study. A syllabus describes the course content in a sufficient level of detail to ensure that all knowledge areas and required skills are covered adequately and includes those materials that are necessary to support the course (courseware). It includes details of course requirements, course content, and evaluation plans, including programmed hours, media, and all courseware. Each curriculum must, by regulation, include a syllabus.

I. Training Center Program Manager (TCPM). TCPMs have regulatory oversight responsibility for training centers and are responsible for overall FAA technical administration, certification, surveillance, and investigations. TCPMs are the primary FAA focal point for relations with training centers and are responsible for coordinating FAA activity at training centers, satellites, and remote training sites. Their role is to verify that the training, testing and checking conducted by the center continually meets regulatory standards, the terms and conditions of the center's training specifications, and complies with established FAA policy and guidance.

J. Training Specifications. A document issued by the Administrator to a training center and forms part of the centers certificate. This legally binding document prescribes the center's training, checking, and testing authorizations and limitations, and specifies training program requirements such as approved flight training equipment.

5. AUTHORIZED TRAINING FACILITIES - SATELLITES, FOREIGN CENTERS, AND REMOTE SITES.

A. Satellites. Part 142 provides that a training center certificate holder may establish one or more satellites to provide some or all the services that are authorized for the certificated "principal" center. The approval process for satellite centers is the same as that of the principal center, except for required management positions, which may be shared with the principal. Consequently, the responsibility for operational control of satellite centers remains with the principal center. Contractual agreements for the use of flight simulators, FTDs, and classroom/briefing facilities are an essential requirement for selected satellites.

(1) A satellite's authority to provide training services is provided through the principal center's training specifications. Removal of the satellite from the principals training specifications does not normally affect the principal center's authority to operate. However, if the principal training center's certificate is surrendered, suspended, revoked, or expires, the satellite center's authority to operate is similarly affected.

(2) There are four basic combinations of training centers and associated satellites. A brief description of each is outlined below.

(a) U.S. Satellite of a Domestic Training Center. The U.S. based training center (principal center) holds the training center certificate, and its U.S.-based satellite is listed in A008 of the principal's training specifications. Surveillance of the satellite will be coordinated

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between the TCPM and the FAA office holding geographic responsibilities for the area containing the satellite. Authority for the satellite to operate remains in effect as long as the principal center's certificate remains effective. Domestic training center certificates are issued without an expiration date.

(b) U.S. Satellite of a Foreign-based Training Center. The foreign based training center (principal center) holds the training center certificate, and its U.S. based satellite is listed in A008 of the principal's training specifications. The surveillance responsibilities for the domestic based satellite are the same as those for a satellite of a domestic based principal. However, it must be remembered that a foreign training center's certificate expires every twelve months from the date of issuance. Consequently, all U.S. based satellite(s) of a foreign principal certificate holder will lose their authority to operate unless the foreign principals' certificate is renewed annually. If the foreign principal's certificate is not renewed for any reason, the domestic satellite's authority to provide training also expires.

(c) Foreign Satellite of a U.S. Domestic Training Center. The U.S. based principal holds a permanent training center certificate; however, the foreign-based satellite is subject to annual renewal. The principal center's TCPM is responsible for coordinating required surveillance of the foreign satellite with the appropriate International Field Office (IFO) or Flight Standards District Office (FSDO). Adverse action and/or suspension of the U.S. based principal will affect the foreign satellite's ability to continue operations. An adverse action against the foreign satellite could result in removal of the satellite from the principal training specifications, and may lead to sanctions against the principal's operating certification depending on the type and severity of the infraction.

(d) Foreign Satellite of a Foreign Training Center. The satellite's foreign training center authority to operate is based on the principal's operating authority and training specifications. In this example, both the principal and satellite are subject to annual renewal. The foreign satellite's authority is typically renewed concurrently with the principal center's certificate renewal. The reissuance of the foreign satellite authority to operate is therefore dependent upon the outcome of the normal surveillance and oversight of both the satellite and the foreign principal center. The TCPM for the foreign principal is typically assigned from the IFO/FSDO responsible for the geographic area containing the principal center.

NOTE: If the training certificate of a principal foreign center expires or is not renewed, all of the principal center's satellite(s), regardless of their location, also expires.

B. Foreign Training Centers. Part 142 permits the certification of training centers outside the United States. Other than the differences addressed below, training centers, and/or satellites located outside the United States must meet the same regulatory requirements as those outlined for a domestic training center. The following identifies some of the operational and management differences between domestic and foreign training centers/satellites.

(1) Foreign training centers are issued an operating certificate valid for 12 calendar months where as a domestic training center's certificate is valid until surrendered, suspended, or revoked. Foreign centers and satellites must have their operating certificate/authority renewed annually.

(2) Surveillance and Investigation. While the surveillance and oversight of domestic training centers and their associated satellites is typically conducted on a daily or weekly basis, the surveillance and oversight of foreign training centers and associated foreign satellites may be conducted on a less frequent basis. The reduced frequency is primarily associated with the difficulties associated with travel and in some instances country clearances. The reduced frequency, however, does not lessen the inspection detail; it merely changes the scheduling of required inspections to accommodate travel restrictions.

(3) Limitations.

(a) Part 142 certificated foreign training centers and associated foreign satellites/remote sites are prohibited from providing initial and transition training as defined below unless the provisions of subparagraph (3)(b) below are met. Additionally, the training and evaluations that may lead to the initial issuance of a pilot certificate at the private and commercial level are also restricted.

i. Initial training. The training required for crewmembers who have not qualified and served in the same capacity on another airplane of the same group.

ii. Transition training. The training required for crewmembers and dispatchers who have qualified and served in the same capacity on another airplane of the same group.

(b) Foreign training centers and their associated satellites/remote sites are required to comply with all TSA, FAA, and other applicable US Government agency requirements concerning student enrolments and training.

(4) Foreign Center/Satellite Renewal. The processes for renewal or recertification of a foreign training center include a review of all of the steps required for initial certification. However, a phased inspection process conducted throughout the year is considered to be more practical than one large annual inspection. While more frequent or day-to-day surveillance is preferred, a combination of inspections that will also meet renewal requirements may be used as a method of renewing the foreign-based training center's certificate. When warranted, a complete recertification evaluation should be conducted.

(5) Coordination. Surveillance leading to investigation and/or enforcement action against a foreign training center certificated by the FAA will be handled through normal FAA enforcement processes. Inspectors are cautioned not to become involved with another country's pilot certification issues or the policies, procedures, and regulations of a foreign state. These events are to be coordinated with the host country's civil aviation authority. A fraudulent foreign airman certificate and or fraudulent training record entries are representative situations that must be coordinated with the host government authorities.

(6) Cost. All activities associated with the certification, approval and/or authorization of a foreign training center, satellite center, or remote site, and associated equipment and personnel are to be charged to the applicant. Inspections required for or conducted as part of the certification and/or re-certification of the center, equipment, and personnel are also subject to these charges. The regulatory requirements for recovering costs of this type are provided in 14 CFR part 187. Fee structures for associated surveillance are outlined in AC 187-1, Flight Standards Service Schedule of Charges Outside the United States.

(7) Surveillance Responsibilities. The Flight Standards IFO with geographical responsibility for the area containing the foreign center or satellite has surveillance responsibility for the foreign operation. The Certificate Holding District Office (CHDO) and TCPM of a domestic training center with a foreign satellite(s) will need to coordinate the surveillance responsibility for the subject satellite(s) with the appropriate IFO.

C. Remote Training Sites. A remote training site is characterized by its temporary nature. It is distinguished by the fact that it uses facilities, such as simulators or classrooms, which are typically dry leased or not under the direct or full time operational control of the certificated (principal) training center.

(1) The management, staffing, instructors, TCEs, training curriculums, and courseware that are used at the remote site are provided by the principal training center and remain under the control of the principal center. Instructors and TCEs that are authorized to provide instruction or evaluations at the principal center or satellite may also provide instruction and evaluations at a remote site providing they have been trained on the operation of associated FTDs and simulators.

NOTE: Before a TCE may conduct evaluations at a remote site that is outside of the TCPM's geographic area of responsibility, the TCPM must coordinate associated evaluations with the FAA office having geographical responsibility for the remote site. This coordination does not require additional VIS entries by the FSDO that has geographic oversight responsibility for the remote site, since the TCE's activities are temporary in nature.

(2) The TCPM must authorize remote training sites before the accomplishment of any training authorized by the principal center's training specifications. Remote site authorization will be granted by letter and typically for periods not exceeding 120 days. Letters of authority may be renewed for extenuating circumstances for not more than 60 days at a time. If, due to emergency situations, longer periods are required, consideration should be given to upgrading and designating the facility as a satellite center.

6. TRAINING CENTER PROGRAM MANAGERS (TCPM).

A. The FAA CHDO will assign a Training Center Program Manager (TCPM) to each training center certificate holder. The TCPM will have oversight responsibility for the training center and is responsible for overall FAA technical administration, certification, surveillance, and investigations relating to the certificate holder. The CHDO may consider the assignment of an Assistant TCPM (ATCPM) when:

- (1) A TCPM's duties exceed 70 percent of the TCPM's available time; or
- (2) The complexity of the training center is such that the TCPM could not reasonably be expected to provide required surveillance of the activities of the center and associated satellite(s).

B. TCPMs serve as the primary operations coordinator between the FAA and the training center. Their oversight includes training center evaluators (TCE), ground/flight instructors,

facilities, equipment, and curriculum approvals. The TCPM's role is to ensure that the training conducted by the center, its personnel, and facilities meets the regulatory standards of part 142 and complies with established policy and procedures. TCPMs also coordinate with training center management regarding regulatory changes in FAA policy matters.

(1) TCPMs are responsible for reviewing and granting approval of core and/or specialty curriculums that are submitted by the center. Once initially approved, each curriculum will be entered into the center's Training Specifications as either a core or specialty curriculum. The TCPM shall advise AFS-250's part 142 program lead of each core curriculum that is initially approved for a center's use. This notification may be made by e-mail and should provide the curriculum name and the training requirement that it is intended to satisfy.

(2) TCPMs may be called upon to assist POIs of air carriers that are requesting to use the services of the TCPM's assigned training center. For those operators that may wish to use a training center's core or specialty curriculums to accomplish a portion of their training requirements, the TCPM may assist the POI with his/her evaluation of the center's capabilities to meet the operator's training requirements. If approved by the POI, the center's curriculum may become a part of that operator's training program.

(3) TCPMs may function as a geographic resource for POIs whose operator(s) have been authorized to use the assigned training center or their satellites. Surveillance of this type is determined through mutual agreement between the POI and TCPM. The surveillance of foreign training centers or satellites that have been approved to conduct an air carrier's training will require POIs to coordinate required surveillance with both the TCPM and IFO.

(4) TCPM Surveillance Responsibilities. (See Section 7 for a discussion of the coordination activities associated with an air operator outsourcing a portion of their crew member training to an authorized training center.)

(a) TCPMs are responsible for the surveillance of all training center curriculums that are authorized in section B of the center's training specifications. The TCPM shall develop and conduct a surveillance program for these activities.

(b) Coordinate and conduct various surveillance and certification activities, as appropriate, with other FAA inspectors. This activity will primarily involve POIs for air carriers who have been approved to use the training center.

(c) Determine through surveillance and investigation that the training center is adequately staffed with appropriately qualified instructors and Training Center Evaluators (TCEs).

(d) Monitor TCEs to determine adequacy and quality of approved training programs as well as the quality of checking and testing.

(e) Monitor instructors to determine adequacy and quality of approved training programs.

(f) Monitor flight training equipment status, including discrepancy logs as required by part 142.59 to assure continued compliance with qualification standards and authorized maneuvers.

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(g) Monitor training programs conducted in support of the center's training specifications to ensure compliance with center procedures, FAA regulations, policies, and procedures.

(5) TCPM Certification Responsibilities.

(a) Conduct practical tests for the issuance of airman certificates and ratings.

(b) Conduct or observe the reexamination of certificated airmen following failures to meet the minimum standards required for the certificate they hold.

(c) Initiate and/or assist in the emergency suspension of airmen certificates.

(d) Conduct enforcement investigations and prepare final reports in those cases requiring legal disposition.

(e) Provide technical assistance to legal counsel, give depositions, and testify at court trials and formal hearings.

(f) Review, recommend necessary changes, and approve training specification, training center curriculums, courseware, and associated revisions.

(g) Recommend amendments to previously approved programs to eliminate unsafe practices, and/or improve the efficiency of the curriculum.

(h) Conduct formal inspections on a regular basis and evaluate methods and plans for any necessary corrective actions, including follow-up inspections to insure that appropriate corrective action has been taken.

(i) Approve individual maneuvers and functions in support of the center's curriculum for simulator and flight training devices that have been appropriately qualified by the National Simulator Team (AFS-205).

(j) Conduct periodic record evaluations to determine the centers compliance with 14 CFR, center policies, and other regulatory requirements.

(6) Approval and oversight of TCEs.

(a) Trains and examines TCEs for initial designation, recertification, and standardization as an evaluator as necessary.

(b) Approve TCEs for specific types of aircraft and simulators operated by the training center and enters appropriate authorizations in the center training specification.

(c) Monitors TCEs during the conduct of airman certification and recurring evaluations to ensure compliance with established standards and approved procedures and TCE authorization letters.

(d) Ensures compliance with the Memorandum of Understanding between the center and FAA Regional Flight Standards Division.

(7) TCPM Simulator and FTD Surveillance Responsibilities.

(a) Review applications for initial or upgrade evaluation of flight simulators and FTDs.

(b) Assist the NSP as required with the initial and requalification of the center's simulator(s) and FTDs.

(c) Periodically conduct practical evaluations of FTDs to determine that they continue to meet the NSP's initial approval performance standards.

(d) Review and approve simulator inoperative component guides.

(e) Review simulator discrepancy logs for deficiencies that have not been corrected in a timely manner and that may affect the capabilities of the flight training equipment to meet training curriculum requirements.

(f) Verify through actual flights or operation of training devices that each maneuver, procedure, crewmember function, circling approach, and runway scene required to support proposed curriculums can be accomplished in accordance with the device's qualification.

(g) Monitor the centers notification of any discrepancies and or modifications that may require re-evaluation by the NSP.

(8) The TCPM shall maintain technical oversight of each ATCPM and PPM assigned to the TCPM's training center whose duties include responsibility for one or more specific aircraft training programs conducted by a training center.

(9) ATCPM duties include the following:

(a) Conduct surveillance and assist the TCPM with assigned responsibilities on an as required basis.

(b) Additional duties as assigned by the ATCPM's supervisor.

(10) PPM duties include the following:

(a) Conduct surveillance and assist the TCPM with assigned responsibilities on an as required basis. Particular emphasis is placed on the types of aircraft the PPM is qualified and remains current on.

(b) Coordinate with the TCPM regarding FAA policy, updated training requirements, and any necessary changes to regulatory requirements for the types of aircraft in which rated.

(c) Review and submit to the TCPM training curriculums, courseware, associated revisions, and any recommendations for assigned aircraft.

(d) Conduct surveillance programs for all training center activities within the assigned aircraft program.

APPENDIX 7. ORDER 8400.10, VOLUME 3, CHAPTER 17

CHAPTER 17. PART 142 TRAINING CENTERS

SECTION 2. TRAINING, QUALIFICATION, AND DESIGNATION OF TRAINING CENTER INSTRUCTORS AND EVALUATORS

1. GENERAL.

A. 14 CFR part 142 requires each training center to have adequately trained personnel to accomplish the center's approved training curriculums. Part 142 subpart C outlines the qualifications, prerequisites, training requirements, and limitations of training center instructors and evaluators who are employed by training centers to conduct instruction and evaluations on their behalf.

B. Part 142 requires that each approved curriculum specify minimum instructor and evaluator qualifications and the initial and continuing training required by those individuals to conduct the assigned curricula. The qualifications and training required to ensure center instructors and evaluators are competent to conduct the assigned training curricula is an integral part of a center's approved program. TCPMs must insure that the center has developed and received approval for their instructor and evaluator training curricula. The various curricula and syllabuses must identify, in a modular format (including specific elements and events), the specifics of each required course of training for their instructors and evaluators.

2. INSTRUCTOR TRAINING, QUALIFICATION, AND DESIGNATION. Although Part 142 does not specifically address the differences or distinguish between ground and flight instructors, it is a well established practice to make this distinction. The distinction between ground and flight instructors at training centers is appropriate for a number of reasons. First, it enables the centers to distinguish between medical and pilot certification requirements as well as the training required to qualify an individual to conduct a specific portion of an approved curriculum. Additionally, it affords the centers the flexibility currently provided to air carriers by their operating rules and policies governing ground and flight instructors.

A. Ground Instructors.

(1) A training center ground instructor is an "authorized instructor" similar to the holder of a ground instructor certificate issued in accordance with 14 CFR part 61. Training center ground instructors, when properly qualified, may provide instruction in the ground training segment of a center's core and/or specialty curriculums. Individuals that a center wishes to designate as a ground instructor may only be authorized to conduct training that is not considered flight training. Training centers must have an approved process to train and qualify ground instructors to ensure those individuals are knowledgeable in the subject matter and qualified to conduct assigned curricula. Subpart C of part 142 requires that training centers identify the training, experience, and evaluations that will be administered to prospective instructors prior to permitting the individual to conduct an approved curriculum.

(2) Centers may employ Subject Matter Experts (SME) from time to time in support of specific curriculum elements that demand specialized technical training and experience that would not otherwise be available. For example, it may be appropriate to use Emergency Medical Service (EMS) personnel to conduct CPR training or request that the airport fire department personnel assist to discuss aircraft crash and rescue procedures. SMEs, such as engine and equipment manufacturers, may also be used to assist regular training center ground instructors in a particular subject area to provide additional information and experience to enhance the course content.

(3) As required by part 142 § 142.47 all instructors must be able to read, write, understand, and speak the English language. Fluency in reading, comprehension, and especially speaking are critical attributes for all instructors. Ground school instructors who conduct systems integration or cockpit procedures trainer (CPT) sessions in ground or flight training devices must also receive training in the applicable portions of the center's flight training segment to ensure an adequate level of knowledge and skill are obtained to support the assigned curriculum. Training centers must also develop training curriculums to qualify ground instructors in the use of all hardware, software, and training devices (both ground and flight) that are identified in the curriculum modules/elements that the instructor will be assigned to conduct. These training curriculums must contain both knowledge and skill demonstration testing modules. The instructors training record must contain a record showing the satisfactory completion of these tests. Both initial and recurrent training and testing records shall be maintained in the instructor's file. If the instructor is assigned to deliver modules/elements that incorporate a simulator or an FTD for system review, the instructor must also demonstrate their proficiency in the use of the supporting FTD(s) or simulators(s). Again, ground instructors are limited to non-flight activities.

(4) Each instructor designated as a ground instructor must complete the applicable training and testing requirements specified in part 142 subpart C not specifically related to flight duties.

B. Flight Instructors (Simulator/FTD).

(1) Part 142, § 142.47 and § 142.49 outline the instructors' eligibility, airman qualifications, and experience requirements that each center must address in their instructor training curricula. A center's instructor training curriculum must describe in detail how the training center will train their flight instructors in the areas required by part 142 and the center's policies and procedures.

(2) The training center must have an approved curriculum, including syllabus and courseware, to train flight instructors to ensure that instructors are knowledgeable and proficient in the subject matter, maneuvers, and procedures the instructor will be assigned to conduct. This curriculum must include:

- training in the operation of the associated hardware, software, and flight training equipment that will be used;

- required prior experience, training to be received, and evaluations that will be accomplished as part of the instructor's qualification; and
- recurrent ground training in basic instructional methods, operation of simulators and FTDs as well as instruction in the specific content of each training course in which the instructor is designated to instruct.

(3) When evaluating a centers instructor training curriculum, TCPMs must ensure that the items specified in § 142.47 (c) (1) and (2) have been adequately covered. The following guidance is provided to clarify the intent and scope of the items listed in § 142.47 (c) (1).

(a) Principles of learning, including instructional methods and techniques.

NOTE: The TCPM may waive requirements for instruction in "Instructional Methods and Techniques" and "The Fundamental Principles of The Learning Process" for individuals who hold a current teacher's certificate or its equivalent (issued by a state, county, or city) that authorizes that person to teach in a junior or senior high school, or a person regularly employed as an instructor in an accredited college or university; or holders of a current flight or ground instructor certificate. If the TCPM issues a waiver to either of these instructional requirements, it must be in writing and made a permanent part of the instructor's record.

(b) Training center policies and procedures. (Forms and distribution, briefings/debriefings, unsatisfactory performance, crew pairing limitations, maximum training day length, checklist usage, customer read files, etc.)

(c) Instructor duties, privileges, responsibilities, and limitations. (Customer contact, scheduling, Applicable Regulations/Orders/Notices/ACs, FAA policy memos, etc.)

(d) Proper operation of the simulator or FTD, including controls and limitations, the use of simulator discrepancy logs, simulator component inoperative guides (SCIG)

(e) Customer requirements and applicable differences training, etc.

(f) Minimum equipment requirements for each curriculum. (Operation of audio visual systems, who to contact for inoperative equipment, acceptable alternate presentation methods, etc.)

(g) Crew resource management and crew coordination.

(h) Evaluation of student performance. (Center policy on reporting, customer policy on reporting, corrective action in the event of substandard performance, etc.)

(i) Content and revisions to each training course. (How to request amendments, amendment process, how to validate the currency of center / customer material, etc.)

NOTE: Except for center-specific items such as training center policies and procedures, FTD or simulator operation, record keeping, etc. an instructor who has satisfactorily completed the instructor training requirements for a part 121 or 135 certificate holder within the last 36 months may be given credit for satisfying appropriate portions of the instructor training required by § 142.47 if the TCPM determines that the training previously received is equivalent to and meets part 142 regulatory requirements.

(4) Each flight instructor must satisfactorily complete a written test on the subject areas outlined in § 142.47(c)(1). The test must be accepted by the TCPM and be comprised of questions that are equivalent in difficulty, complexity, and scope to those specified by the FAA for the Flight Instructor—Airplane, and the Instrument Flight Instructor knowledge tests. Written testing on simulator operations is required by § 142.47, which is not normally covered by the above-mentioned FAA tests.

(5) Flight instructors are required, prior to initial designation and annually thereafter, to demonstrate to an inspector or evaluator the knowledge, ability, and proficiency to instruct each authorized maneuver, procedure, and crewmember function for a representative segment of each curriculum for which that instructor is designated to instruct at the center. The demonstration of instructing ability must be performed from the instructor panel in a flight simulator or FTD (as applicable) representing each type of aircraft in which the individual will instruct. In addition, if authorized to instruct in an aircraft due to the limitations of the simulator or FTD not permitting 100% training, testing, and checking, the flight instructor must accomplish an annual proficiency check in the aircraft on the maneuvers that can not be accomplished in the simulator or FTD.

NOTE: Part 142, section 142.53(a)(1), requires a training center instructor to demonstrate his or her knowledge and proficiency in conducting a representative segment of each curriculum for which that instructor is authorized to instruct. If an instructor is authorized to conduct multiple curriculums, then the instructor must demonstrate his or her ability to conduct a representative segment of each of the curriculums for which he/she is authorized to provide. Each authorized curriculum will be evaluated separately unless the TCPM has made a determination that the commonality between two or more courses is sufficient to accept concurrent approval. Credit for concurrent instructional demonstration applies only to ground training segments and the operation of training devices.

(6) Section 142.53 (a) (7) requires all instructors who conduct training in an approved simulator or FTD to satisfactorily accomplish a written test and proficiency check on the content of each course the instructor is authorized to conduct, prior to initial designation and annually thereafter. It is important that the center's instructor training curriculum provide detailed information on the training to be given to each flight instructor in which the instructor is authorized to instruct. This is important since the instructor will be evaluated initially and annually on his/her ability to instruct as well as pilot the flight simulator or FTD in the maneuvers, procedures, and crewmember functions authorized to be conducted. Written test must encompass and evaluate the instructor's knowledge on the specifics of aircraft systems, operating procedures, maneuvers, and crew member functions that are

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part of the curriculum. These tests, by definition, must be more comprehensive than the evaluations designed for measuring the center's students' knowledge during end of phase/course testing.

(7) Proficiency check requirements (section 142.53 (a) (7)):

(a) Unless further restricted by the training center, the standards for satisfactory performance during proficiency checks are those stated in the applicable Practical Test Standards.

(b) Administered by a qualified FAA inspector or a TCPM authorized evaluator.

(c) Encompass subject matter and maneuvers of a representative segment of EACH curriculum the instructor is authorized to conduct. If an instructor is authorized to instruct in multiple curriculums for the same aircraft, then the instructor must be evaluated annually in each of those curriculums for which he/she is authorized to provide instruction. The TCPM must ensure that annual proficiency checks, which are designed to cover a representative segment of a particular curriculum or course, are sufficiently comprehensive to ensure that the instructor is proficient and capable of instructing the subject course.

(d) The specific content of the required proficiency check shall be determined by the inspector or authorized evaluator. The check should evaluate as many subject areas, maneuvers, procedures and crewmember functions covered by the training curriculum/course as necessary to determine the instructor's knowledge of, and proficiency in, operating the aircraft.

(e) The proficiency check must be conducted in the same flight training equipment that the instructor will be using to conduct instruction. Instructors who provide instruction in multiple simulators representing different model or series covered by the same type rating are to accomplish a proficiency check in each of the various simulators.

(f) The proficiency check requirements of § 142.53 may be met by satisfactorily completing a proficiency/competency check accomplished under the requirements of part 91 subpart K, 121, or 135 provided: each instructor who instructs in a level C or D flight simulator must annually meet one of the practical experience requirements listed in § 142.53(b). The center's approved instructor training curriculum must describe how the center will ensure one of these practical experience requirements will be met. The aircraft used to accomplish the flight experience or in-flight observation/line observation and LOFT must be the same type as the simulator in which the instructor is designated to instruct.

NOTE: The annual requirement of § 142.53(b) may be considered met if the instructor participates in an approved line observation program for an air carrier under § 135.338(f) (2) or § 121.412(f) (2) including an additional LOFT approved by the TCPM and conducted by the center.

C. Flight Instructors (Aircraft). A flight instructor who provides instruction in an aircraft in those maneuvers and procedures unable to be accomplished in an approved simulator or FTD must meet the same qualifications and training/evaluation requirements that are specified for a simulator or FTD instructor plus the additional training requirements stated in § 142.53(a)(5) and (6). In addition, if instruction is given in an aircraft from a required crewmember position, each

instructor must hold a medical certificate, a current FAA-issued flight instructor certificate with appropriate category, class, and type rating and must maintain recency of flight experience as required by part 61, § 61.57. If instruction is provided from a non-crewmember position or observer seat, the PIC must be qualified and current as a flight instructor in the aircraft.

NOTE: Flight simulator instructors and evaluators who also instruct or evaluate in an aircraft may maintain recency of flight experience in a flight simulator, as authorized by § 142.63.

D. Designation of Instructors.

(1) The training center must designate each ground and flight instructor in writing who are authorized to provide instruction on behalf of the center. The letters of authorization must include the:

- instructors name
- employee identification
- initial qualification date for each authorized curriculum
- curriculum/module/element name and course number (if appropriate), and
- other qualifying information the TCPM deems appropriate

(2) The Training Specifications (paragraph A013) issued to each training center require that the center maintain a list of qualified instructors. This listing must also identify the curriculum(s) that the instructor is authorized to conduct on behalf of the training center. The TCPM should advise the training center that all changes or additions to this list will require notification to the TCPM within 5 working days.

3. SELECTION, TRAINING, AND DESIGNATION OF TRAINING CENTER EVALUATORS (TCE).

A. Regulatory Basis. The regulatory basis for the designation of a TCE may be found in 14 CFR parts 183 and 142. The FAA considers TCEs with certification authority to be examiners as that term is used in part 183. Training centers certificated under part 142 are required to have sufficient personnel to support their training objectives, which may include the appointment of a number of TCEs. Part 142 also outlines the prerequisites, training requirements, operating procedures, and limitations of TCEs who are authorized by the center's TCPM.

(1) The determination of a “sufficient” number of TCEs for a particular center will require a careful evaluation of:

- TCE projected work load relative to the center's customer base and request authorization
- number of advanced Flight Training Devices (FTD) and simulators

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- the make, model, and series of aircraft trained at the center and FAA available support and oversight
- number of satellites and geographical location with respect to available FAA surveillance, and
- projected number of evaluations the training center predicts over a particular period

(2) There is no fixed formula that will definitively answer this question. However, a center's ability to manage their standardization quality program and memorandum of agreement (MOU) between the center and the FAA are primary factors in determining the resources required to adequately supervise center evaluators. Additionally, an equitable balance between the center's workload and their ability to reasonably meet their customer's needs, *without compromising standardization, the quality of instruction, or safety* are also primary considerations.

NOTE: TCPMs must carefully evaluate the FAA's and center's resources to ensure the surveillance demands required to adequately monitor TCE activities and to ensure the center and the FAA can properly train, supervise, and evaluate each evaluator is not compromised.

B. Eligibility.

(1) To be eligible for consideration as a TCE, candidates must first:

- (a) hold an unrestricted FAA pilot or flight engineer certificate as appropriate, to act as pilot-in-command or flight engineer for the specific aircraft;
- (b) have met the instructor qualification and training requirements of part 142 subpart C and this chapter;
- (c) be currently assigned as an instructor at the employing training center; and
- (d) be qualified in each specific curriculum and the associated flight training equipment for which TCE privileges are requested.

(2) Individuals that meet the eligibility criteria in paragraph B. (1) above will be evaluated on the following criteria prior to proceeding with formal training.

- (a) Have a good record as an airman regarding accidents, incidents, and violations as well as a history of cooperation with the FAA. The TCPM must verify the airman information through the FAA's record keeping system(s) before scheduling any training or qualification observations. The airman's information will be retained in the TCE's file.
- (b) Have a reputation for integrity and dependability within the industry and the

community.

(c) Have at least one year of training center experience as a simulator instructor and have accumulated at least 200 hours of simulator/FTD operating experience within the previous 12 months in the same aircraft make, model, and series and type (if type is applicable) of simulator or aircraft for which the designation is requested. TCPMs may consider the candidate's previous experience as an alternative to the one-year experience requirement provided, if the TCPM finds such experience to be appropriate, timely (within the last 36 months) and equivalent to the one-year prerequisite. When considering a candidate's previous experience to determine its equivalency relative to the authorization(s) being requested, the TCPM must carefully evaluate the candidate's overall experience in the type of operation he or she will be authorized to evaluate. Examples of experience that may be considered include prior experience as an examiner, (Aircrew Program Designee (APD), Designated Examiner (DE)), part 91K check pilot, or a part 119 certificated air carrier check airman.)

(d) Candidates requesting authorization to conduct evaluations in an aircraft while acting as a required crewmember must have logged at least 100 hours as pilot-in-command (PIC) in the make, model, and series of aircraft, except when approved as initial cadre on newly certificated aircraft types or newly acquired aircraft for the employing center.

NOTE: The one year training center experience and/or the 100 hour requirement to be considered as a TCE do not apply to the introduction of a new aircraft type into the center's program. The policies and procedures in 8400.10 Volumes 3 and 5, as appropriate, relating to initial cadre airmen should be followed

NOTE: Although current regulations do not require TCEs to be a full time employee of the employing center, caution must be exercised when selecting part time individuals. The task of remaining proficient in the conduct of evaluations becomes more difficult as active participation becomes less frequent.

C. Selection, Training, and Designation.

(1) The process for the selection, training, and designation of TCEs generally mirrors that of APDs and DEs as outlined in FAA Order 8400.10, Air Transportation Operations Inspector's Handbook, volume 5, chapter 5, section 1, General, and section 2, Managing Programs. TCPMs should refer to Volume 5, Chapter 5 for guidance on:

- selection
- training and observation
- oversight and support
- required records
- processing of initial request
- examiner's authority abroad
- shared oversight responsibilities
- amendment of designations

- renewal of designations
- processing of examiner's paper work
- review of examiner decisions
- termination of examiner designation
- cancellation for cause procedures, and
- other actions that may be relative to the designation of TCEs

NOTE: The following paragraphs ((2) – (9)) contain information specific to training center TCEs and is provided as a supplement to the examiner information provided in Order 8400.10, volume 5, chapter 5, sections 1 and 2. The following paragraphs are meant to provide additional guidance and clarification and not designed to replace the guidance contained in 8400.10, volume 5, chapter 5, sections 1 and 2.

(2) TCE Application and Processing. The application process to designate a TCE is initiated by the employing training center. The center must submit an application letter and completed FAA Form 8710-6 (front side) to the TCPM for each TCE nominee. The application letter must include at a minimum, the data requested in Order 8400.10, volume 5, chapter 5, section 2. Appropriate guidance for processing the application letter and form 8710-6 is located in Order 8400.10, volume 5, chapter 5, sections 1 and 2. "Training Center Evaluator Designation/Renewal Checklist" may be used to assist with the processing of the application. A copy of this checklist may be found on AFS-250's Part [142 Training Center](http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/afs/afs200/branches/afs250/training_centers/) web site (http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/afs/afs200/branches/afs250/training_centers/).

(3) TCE Training and Qualification. TCE applicants must satisfactorily complete the training outlined in Order 8400.10, volume 5, chapter 5, section 2 by the TCPM or his designated representative. The training conducted by the TCPM must include, as a minimum, the items under section 142.55(a)(3). Each candidate will also be observed and evaluated conducting each portion of a practical test (or proficiency check, if authorization is limited to § 61.58 proficiency checks only) by an FAA Inspector qualified in accordance with Order 4040. This evaluation will include an observation of the applicant conducting a complete oral, simulator, and (if appropriate) aircraft flight testing modules as well as associated briefings and de-briefings appropriate for the authorization(s) requested. The qualification evaluation(s) referenced above must be conducted in accordance with a core curriculum approved for the employing training center and appropriate for the evaluation authority being sought. The applicant must also demonstrate the proper completion of the airman certification and/or qualification paperwork required by the employing center as well as appropriate FAA documentation and reporting.

(a) TCE Proficiency Check(s).

i. TCEs must remain qualified as an instructor in all curricula/courses for which he/she holds evaluation authority. Therefore, TCEs must meet all instructor training and testing/checking requirements in order to remain authorized as a TCE for a particular curricula/course.

ii. Part 142.55 requires a TCE to satisfactorily pass an annual proficiency check

in the flight training equipment in which he or she is authorized to conduct evaluations. This proficiency check must be taken in a simulator or FTD (as applicable), in an aircraft that represents the make, model, and series of aircraft in which the TCE will be conducting evaluations. In addition, if authorized to evaluate in the aircraft due to the limitations of the simulator or FTD for 100% testing and checking, the TCE must accomplish an annual proficiency check in the aircraft on the maneuvers that can not be accomplished in the simulator or FTD.

NOTE: An instructor proficiency check that is designed to evaluate “a representative segment of each curriculum” as permitted by § 142.53 (opposed to the full requirements of the appropriate Practical Test Standard) does not meet the checking/testing requirements for a TCE. A TCE proficiency check, however, may be considered to meet the instructor proficiency requirements in § 142.53.

iii. A TCE may accomplish required part 142 subpart C proficiency check requirements by one of the following methods:

- Accomplish the annual proficiency evaluation as required by § 142.55
- Complete an air carrier’s proficiency evaluation in accordance with §§ 121.441 or 135.293 and 135.297 for the make, model, and series of aircraft for which the TCE holds evaluation authority, or
- Accomplish the evaluation required for initial or the addition of an aircraft type to the TCE’s letter of authorization (LOA).

NOTE: TCEs that maintain their § 142.55 qualification through an approved air carrier program must accomplish all of the maneuvers required by the Air Transport Pilot (ATP) Practical Test Standard (PTS) regardless of the specific operator’s proficiency check requirements. For example, an operator may not be approved to conduct circling approaches at published minimums or authorized GPS approaches. In order for the TCE to remain qualified to instruct/evaluate circling approaches, at published minimums, the TCE must be evaluated accomplishing the circling maneuver at published minimums during his/her proficiency check. This requirement must be met to ensure the TCE’s part 61 qualifications are maintained.

(b) An Inspector that is qualified in the aircraft and current in accordance with FAA Order 4040, must conduct the TCE proficiency check in the applicable flight training equipment unless otherwise authorized by the TCEPM. The content of the proficiency check must include a demonstration of the following:

- i.* The knowledge and skill areas required for the original issuance of the certificate for which the TCE holds authority; and
- ii.* All maneuvers and procedures listed in the Practical Test Standard (PTS) for the applicable certificate and rating. At the discretion of the evaluator, this check may include other crewmember functions that the TCE may be expected to evaluate in the accomplishment of

assigned duties.

(4) Letters of Authorizations (LOA) and General Restrictions.

(a) Following the satisfactory completion of all required training and testing, TCPM's will issue a Letter of Authorization (LOA) to each TCE outlining their evaluation authority. The TCE's LOA will become a permanent part of their training record maintained by the employing center. A TCE cannot be granted authorization to evaluate graduates of a curriculum that the employing center does not hold the appropriate authority to conduct. For example, TCPMs may not authorize a TCE to act as a contract check airman or conduct evaluations for air carriers operating under parts 91 subpart K, 121, or 135. The operators POI may only approve contract check airmen. (See section 7 for additional details on the approval process for authorizing center personnel to act as contract check airmen for an operator.) Part 142 training centers are limited to conducting crewmember training and evaluations pursuant to parts 61 and 63 certifications only. Additionally, TCEs may not be authorized to:

- evaluate in more than two aircraft types or two different models/series within the same type if they are significantly different;
- remain qualified to conduct evaluations in training courses for three or more grades of pilot certificate unless specifically justified and approved by the TCPM;
- conduct evaluations in more than one aircraft type and one training course for non-type rated aircraft; or
- conduct evaluations in five or more different series of one aircraft model.

(b) In addition, the TCPM must consider limiting a TCE's evaluation authority when evaluations are conducted in different models that are significantly different as determined by the differences table in Volume 3 Chapter 2 of this order.

(c) A TCE's authorization may be limited to the conduct of the PIC proficiency check required by § 61.58. If limited to § 61.58 proficiency checks only, airmen type certification privileges § 61.157 are not authorized.

(d) Before a TCE can be approved for a second aircraft, the TCPM must carefully evaluate the differences between the aircraft currently authorized and that of the second type requested. In many cases, an aircraft type rating will encompass a number of different models and series of aircraft within that type rating. Different models and/or series within a specific type may have vastly different operating characteristics and systems. Levels of differences (designated A-E) are described in FAA Order 8400.10, volume 3, chapter 2. Since the TCEs knowledge and skills directly affect the quality of an evaluation, the TCPM must consider the following guidelines when determining the reasonable number of aircraft in which a TCE may be authorized to conduct evaluations.

i. Authorization as a TCE (not limited to PPE only) includes the authorization to conduct airman certification tests and PIC proficiency checks (section 61.58) for the aircraft covered by that type rating or curriculum for non-type rated aircraft.

ii. Authorization to conduct evaluations in an aircraft model or series that encompass level A or B differences are relatively easy to accomplish (i.e., DHC-8-100 versus DHC-8-200) and may not affect the TCE's ability to effectively transition between the two aircraft.

iii. Authorization to evaluate in a model and series that requires level C, D, E, or FSB differences training will affect the complexity of the evaluation and must be considered before additional authority is granted. (i.e., LR-25 versus LR-55)

iv. Authorization to evaluate in aircraft that have a common type rating but require separate curriculum and/or flight training equipment should be considered essentially the same complexity as another type rating (i.e., DC-9-30 versus MD-88 or B-717).

v. Evaluations resulting from a specialty curriculum, such a Category II, also affect overall complexity.

vi. Consideration must also be given to the number of annual proficiency checks and training required to maintain the TCE's currency.

(5) TCE Limitations. The following limitations must be observed by TCEs in the accomplishment of their authorization evaluations.

(a) TCEs must comply with the provisions of § 142.49 as required by § 142.55 during the accomplishment of their evaluation duties. Specifically, TCEs must comply with the requirement that their combined instruction and evaluation time in a simulator or flight training device may not exceed 8 hours in a 24-hour period. This limitation does not include pre and post briefings however, oral evaluations that form part of an applicant's test or check are considered part of the 8 hour limit.

(b) Except as outlined in paragraph 6. below, TCEs may only conduct evaluations for graduates of the TCEs employing training center or associate center(s) if the curriculum has been approved under the lead center concept.

(c) When conducting evaluations at one of the principal's satellites or remote sites the TCE will remain under the direct supervision of the principal training center manager and the terms and conditions of the TCEs LOA. If the satellite or remote center(s) is located outside of the TCPMs geographical area of responsibility the TCE shall notify their center manager and ensure the TCPM is contacted prior to conducting such evaluations. The TCPM must contact the FAA field office with geographic responsibility for the satellite/remote center's location and coordinate required surveillance requirements.

(d) TCEs may not act as examiners at large by conducting practical tests or proficiency checks for the general pilot population or in violation of their LOA as issued by the

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employing centers TCPM.

(e) A TCE shall not function as a required crewmember while conducting simulator evaluations.

(f) Without the expressed written permission of the TCPM or ATCPM, a TCE shall not evaluate an applicant for a certificate or additional rating if the TCE participated in one or more of the three flight training periods immediately preceding the proposed evaluation. Such permission shall be granted on a case-by-case basis after considering any unique or extenuating operational circumstances surrounding the particular request. Scheduling convenience and or trainee availability are not valid reasons to grant such permission.

(g) TCEs of U.S. domestic centers including Alaska and Hawaii, shall not conduct any evaluation services outside of the 50 United States without the express permission of their assigned TCPM/ATCPM. The TCPM or ATCPM will coordinate all international activities (other than Canadian) with the applicable International Field Office (IFO) or CHDO with geographic responsibility for the requested evaluation.

(h) A TCE shall not conduct any evaluation after the expiration date listed on his/her FAA Form 8430-9.

(6) TCE Authorizations.

(a) TCEs may accomplish their recency of experience requirements in an approved Level C or D flight simulator, FTD, or aircraft. Flight engineer TCEs may accomplish their recency of experience requirements in an approved Level 6 or 7 FTD as well as all levels of authorized simulators.

(b) TCEs, not limited to PPE privileges only, may issue an "SIC Type Rating" to applicants in conjunction with the satisfactory completion of a center's curriculum provided the SIC is enrolled in a curriculum that:

- i.* is approved to meet the requirements of § 61.157, or
- ii.* is approved to meet the requirements of § 61.58, or
- iii.* meets the requirements of § 61.55.

NOTE: This does not apply to part 119 certificate holders or part 91 subpart K air operators who are conducting training at the center.

(c) TCEs may issue "SIC Type ratings" to qualified pilots of part 119 certificate holders or part 91 subpart K air operators for which they hold check airman authority. This authorization is limited to only those pilots employed by the air carriers for which the TCE holds check airman authority.

(d) A TCE who is authorized as a contract check airman for an air carrier may also issue type ratings in accordance with the provisions of § 61.157 if specifically authorized by the air carrier's POI. POIs should issue such authorizations in conjunction with and as part of the TCE's check airman approval letter. However, this privilege may only be exercised at the TCEs employing center and for air carriers accomplishing training at that center.

(7) TCE Recurrent Training.

(a) The TCPM or his designee normally conducts this training within 60 days of renewal. It may be accomplished in multiple sessions during the year; therefore a record review to ensure that the TCE attended each session within the previous 12 months should be part of the annual renewal.

(b) Each TCE must satisfactorily complete annual training in those subject areas required for initial qualification and changes to FAA regulations and policy. In addition, a discussion of pertinent accidents and incidents as well as National Transportation Safety Board recommendations on those models or similar model aircraft should be reviewed. The TCPM may exercise discretion in choosing which of those areas to emphasize during this training.

(c) Due dates for renewal of TCE authorizations must be considered. Completion of the annual training and/or checking in the calendar-month before or the calendar-month after the due month is considered to have been completed in the month it was due.

(8) Recurrent TCE Proficiency Check(s):

(a) Each TCE must satisfactorily accomplish a written test and proficiency check in a flight simulator/FTD/aircraft in which evaluations will be given. The TCE must also comply with the annual instructor qualification requirements, including a proficiency check in each curriculum, and specific flight training equipment in which instruction will be given. The proficiency check required by §§ 142.53 and 142.55 may be combined provided the content of the check meets the proficiency check requirements for a TCE and is appropriate to the make, model, and series of aircraft represented by the simulator in which evaluations have been authorized.

(b) TCEs must maintain their qualifications as instructors to retain their evaluator's authorization as a TCE. Each required proficiency check must have been accomplished within the 12 months prior to the expiration date of the TCE designation except as permitted in paragraph (7) (c) above, or that portion of the designation will become invalid.

(c) If approved by the TCPM, the TCE proficiency check required by § 142.55 may be conducted by a TCE, qualified and current in the specific curriculum and flight training equipment. Approval to permit a TCE to conduct these checks may be granted on a one-time basis or other reasonable time period that the TCPM deems appropriate. Such approvals will be made in writing and not to be included in the TCE's letter of authorization (LOA). Approvals to conduct the subject evaluations will have an expiration date not later than the TCE's current

(9) Observation and Evaluation.

(a) Ninety days before the expiration date of a TCE's designation, the TCPM or other TCPM-authorized FAA inspector will be schedule to observe the TCE conduct a complete practical test for at least one of the authorizations held.

NOTE: The purpose of this observation is to evaluate the TCE's ability to administer a test or check as an evaluator. The TCE's aircraft-specific knowledge and flight training equipment proficiency is evaluated during the annual instructor proficiency check for each curriculum. If, for good reason, a certification practical test cannot be observed as required for TCE renewal, a proficiency check administered under §§ 61.58, 121.441, or combined competency/proficiency checks under §§ 135.293/135.297 may be substituted at the discretion of the TCPM. If credit will be for the completion of either a part 121, section 121.441 proficiency check or a combined part 135, §§ 135.293/135.297 competency and proficiency checks, the specific checks must be accomplished using the curriculum of one of the center customers that the TCE has also been authorized as a check airman. For those TCEs with authorizations that are limited to Proficiency Checks only, observation of a complete proficiency check is required for renewal. The TCE will be observed in the context of all phases applicable to the TCEs authority (oral, simulator, and aircraft). If the observation is conducted during a part 121/135 proficiency check, the Inspector should sign FAA Form 8410-3, Airman Competency/Proficiency Check, or equivalent form to document the observation requirements of §§ 121.413 or 135.339.

(b) If the TCE is qualified in more than one type of aircraft, alternating annual observation of an evaluation should be planned. If the aircraft are not in the same category and class, evaluations that are more frequent should be scheduled. In this situation, the TCE's next renewal must be accomplished in the alternate aircraft. It is important to note that the TCE's renewal evaluations are not the same as the requirement for each instructor to annually demonstrate instructional proficiency in a representative segment of each curriculum in which he/she is authorized to instruct (§ 142.53(a)(1)).

NOTE: TCPMs must specify in each evaluator's letter of authority what subjects the evaluator is authorized to test and/or check. A sample letter of designation, entitled "Training Center Evaluator Letter of Authorization" and a "Training Center Evaluator Designation or Renewal Check List" is available on AFS-250's Part [142 Training Center](#) web site.

(10) TCE identification numbers. Each TCE will be issued a unique identification number made up of their pilot certificate number followed by the four (4) letter identifier of the employing center or satellite. For example: (Pilot/Flight engineer certificate #) plus (center or satellite 4 letter ID).

CHAPTER 17. PART 142 TRAINING CENTERS

SECTION 3. LEAD CENTERS & STANDARDIZED CURRICULUM(S)

1. GENERAL. This section describes the use of one standardized curriculum for multiple Title 14 of the code of federal regulations (14 CFR) part 142 certificate holders under the ownership or control of one management company or organization, which owns or controls more than one certificated training center. The procedures outlined in this section are typically referred to as the lead center concept, which will permit one approved curriculum and related syllabus to be delivered at multiple training centers.

2. BACKGROUND. The Federal Aviation Administration (FAA) is committed to ensuring standardization of like curriculums among training centers of the same company. This section identifies a process for standardization among various training centers owned and operated by the same parent company either as an independent air agency or among satellites of the same company. This process will allow a training company to request consideration for and seek approval of one standardized curriculum for use at more than one of its certificated centers or satellites. This process, known as the “lead center” concept, requires one of the company’s certificated centers to designate a lead center for the subject curriculum(s). The principal center’s Training Center Program Manager (TCPM) remains the point-of-contact for the FAA, and the principal company’s designated lead center manager becomes the acting point-of-contact for the company. One of the benefits of the lead center concept is to permit participating centers of the same company to use the services of instructors and evaluators of other participating center(s) without additional qualification. Additionally, under some conditions, centers may also be permitted to transfer students enrolled in the same curriculum between or among participating centers.

3. OVERVIEW. Through the lead center manager, the company’s training centers collectively submit for review and approval one curriculum for a specific make/model/series of aircraft (e.g., CE560XL) and category of training (e.g., initial type rating). This process involves communication and consensus between/among the lead center’s management and the management of the associate center(s) on one standardized curriculum that must be approved by each of their respective TCPMs. Once consensus is achieved between/among participating centers, the training organization’s lead center manager will submit the accepted standardized curriculum to their TCPM along with the names and address of the participating centers.

NOTE: The lead center concept outlined in this section only applies to part 61 and/or part 63 center curriculums. It does not apply to part 119 air carriers or 91K operators that may be doing business with a training center.

A. The lead center’s TCPM will distribute the standardized curriculum to the TCPMs of the associate centers for coordination. If the other participating centers are satellites of the lead center, coordination will be between/among the other centers’ Satellite Training Center Program Managers (STCPM) if assigned and/or appropriate Partial Program Managers (PPM). The TCPMs of the associate center(s) will conduct independent evaluations of the submitted curriculum and prepare a report for the lead center’s TCPM outlining their particular center’s

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ability to conduct the suggested curriculum/program. This report will contain:

- (1) a curriculum evaluation report conducted in accordance with the evaluation guidelines found on AFS-250's Part [142 Training Center](#) web site.
- (2) instructor and evaluator training requirements to support the standardized curricula;
- (3) training record requirements;
- (4) the center's FTD, simulator and/or aircraft suitability; and
- (5) courseware and center issues that may effect delivery of the proposed course.

B. The reviewing TCPMs will review each core or specialty curriculum in accordance with the provisions of this chapter and the guidelines in subparagraphs (1) through (7) below.

(1) Curriculum Review. The lead center TCPM or designee shall distribute the proposed curriculum to the TCPM(s) of the associated training center(s). Using appropriate handbook guidance, practical test standards, policies, and regulations, the lead and associate training center TCPMs will independently review the proposed curriculum. Each reviewing TCPM or designee will prepare a report as outlined in paragraph 3. A. of this section.

(2) Discrepancies. Discrepancies that are noted must cite the appropriate regulation(s), guidance, or policy(s) that create the attached discrepancy(s). A detailed written listing of the unacceptable items will be referred to the lead centers' TCPM as soon as practicable. Verbal notification of potential discrepancies should be reported as soon as they are noted and made a part of the formal report required by paragraph 3.A. The TCPM of the lead center will confer with each of the reviewing TCPMs to determine appropriate corrective action based on noted discrepancies.

(3) TCPM Report Processing. It is important that reasonable effort be taken to ensure a timely review of the proposed curricula. Once each reviewing TCPM has completed their review and reported their findings to the lead TCPM, the lead TCPM will consolidate their review and forward noted discrepancies to the lead center manager for their consideration, comment, and appropriate corrective action.

(4) Approval/Disapproval of a Curriculum. If the curriculum is not approved, the lead center TCPM will provide the lead center manager a list of discrepancies that must be addressed in order for the curriculum to be approved. If one or more associate centers lacks sufficient resources for the curriculum to be approved, that information will also be provided to the lead center.

(5) Resolving TCPM Non-concurrence. If the lead TCPM finds the subject curricula acceptable and any of the reviewing TCPMs are unable to approve the curricula, the curricula will not be approved under the lead center concept for the dissenting center(s). It may, however, be approved for use by other participating centers.

(a) If the discrepancy(s) noted by the reviewing TCPMs involve curriculum content and the perceived deficiencies cannot be resolved by the lead center's TCPM the issue will be raised to AFS-250 through the appropriate regional part 142 coordinators for review and resolution.

(b) The lead TCPM will submit the list of unresolved differences, with supporting regulation or policy references, and dissenting opinions to the national policy branch, AFS-250, for review.

(c) AFS-250 will conduct a review of the pertinent issues and dissenting opinions and forward their resolution to all appropriate TCPMs, through the regional coordinators for implementation.

(d) The lead TCPM will return the curriculum to the lead training center manager for appropriate corrective action. The lead training center manager may respond or may resubmit a new request for curriculum approval.

NOTE: TCPMs assigned to each of the training company's affected centers shall use the guidance within this section to reach concurrence prior to granting final curriculum approval or denial. It is possible for one or more of the suggested centers to be approved or denied the use of a standardized curriculum without affecting another center's approval or denial to participate in the lead center concept.

C. Revisions to a standardized curriculum must be coordinated among all participating centers. If a participating center requests a revision to a standardized curriculum and the suggested revision is not accepted by other participating centers, the associate center(s) that adopt the revision will cease to be considered under the lead center concept as it relates to the subject curriculum/course.

D. The lead center concept does not, nor is it intended to, diminish the authority of the TCPM or CHDO of an associate center to approve a curriculum, issue a certificate, or conduct oversight of the training center programs within their area of responsibility.

E. Previously Approved Curricula. Centers currently operating under the lead center concept (by whatever name) using a non standard curricula that varies from center to center may be considered grandfathered under the following conditions:

(1) The centers were participating under the lead center concept before May 18, 2001;

(2) The existing differences between/among the participating centers is considered minor by all of the associated TCPMs; and

(3) The participating centers begin conversion of the subject curricula to a standardized format under the provisions of this section as soon as practicable but not later than July 1 2007. The lead center's TCPM will instruct the lead center's management and all FAA representatives of associate centers that the conversion to a standardized curriculum should be accomplished within a reasonable time but not later than October 1, 2007.

F. The lead center information in this section does not affect the training and qualification guidance concerning training center instructors or evaluators located elsewhere in this chapter.

G. Student Transfers between Associate Centers. A situation may arise requiring a student enrolled at one associate center to transfer to another associate center to complete the training program curriculum in which he or she is enrolled. Under the lead center concept, this is permissible providing participating centers have an FAA approved method to accomplish such transfers that includes at least the following:

- Detailed procedures for the transfer of students between two associate training centers that use the exact curriculum, syllabus, simulator, flight training devices (FTD) and associated training aids;
- Methodology to accomplish the transfer of student training records from the original center to the receiving center;
- Procedures to develop and administer an appropriate written test by the receiving center to validate the student's knowledge level before continuing ground training or an appropriate simulator/aircraft evaluation to determine the entry level into the receiving center for flight segment transfers; and
- Required differences training if appropriate.

(1) If the student successfully passes the transfer evaluation, the student may be enrolled at his or her demonstrated level. If the student is unsuccessful in the evaluation, the receiving center will enroll the student at the course's starting entry level.

(2) The losing center must supply certified copies of the transferring student's file to the receiving center. The losing center will incorporate all transferred student records into the receiving center records.

(3) Before a student transfer, the losing center shall notify its TCPM of the transfer details. The receiving center shall notify the receiving TCPM of the student transfer within 5 business days following the transfer.

(4) Student transfers authorized under the procedures within this section are only applicable to students enrolled in a part 142 training curriculum and are not applicable to part 91 subpart K, 121, 125, or 135 conducted training. Approval to transfer students under these parts shall be determined by the operator's principal operations inspector (POI) in conjunction with the air operator.

H. TCPMs that are responsible for oversight of a center that is participating in the lead center concept will perform curriculum progress tracking through the PTRS as if the center was not participating in the lead center concept.

CHAPTER 17. PART 142 TRAINING CENTERS
SECTION 4. DEVIATIONS AND WAIVERS - PART 142, SECTION 142.9

1. GENERAL.

A. A training center may request a deviation or waiver from the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 142. When an applicant requests a deviation to a specific section of a regulation, it must be understood that the applicant is, in fact, asking the FAA to revise current regulations and, in some cases, permit the applicant to operate without meeting the requirements of the applicable regulation.

B. When requesting a deviation or waiver, the training center must provide the Training Center Program Manager (TCPM) sufficient information to enable a thorough evaluation of the request. It is incumbent upon the applicant to offer an alternative plan of action that will enable them to achieve the same level of safety and/or meet the intent/objective of the subject regulation.

C. Requests for deviations must first be reviewed by the TCPM and then forwarded to AFS-250 for evaluation before final disposition. AFS-250's review will include a determination if a particular request is consistent with national policy and if the proposed deviation is consistent with similar rulings. The results of this review will be returned to the TCPM who will then inform the center of the FAA's decision and make the appropriate entries in the center's training specifications, if required.

D. Deviation requests must include at least the following information:

- The specific regulation that the center is requesting a deviation and supporting justification;
- A detailed description of an alternative plan to enable the center to achieve the same level of safety and or meet the intent/objective of the regulation;
- Operating procedures that will be modified if the deviation is granted;
- Management and the respective quality systems and procedures that will be modified to ensure compliance with the requested deviation;
- Instructor/TCE training that may be required to ensure compliance with the requested deviation;
- Economic impact of not approving the request; and
- Other procedures or policies that the center believes necessary to support its request

NOTE: Paragraph 2, below, REQUEST FOR DEVIATIONS TO THE TRAINING CENTER INSTRUCTOR REQUIREMENTS OF PART 142, SECTION 142.53(b), contains additional details for deviation request to § 142.53 (b) - line observation requirements.

E. When a request for a deviation is received, the TCPM will:

- (1) complete an initial evaluation of the request;
- (2) if required, request additional information and/or coordinate with the center to resolve any outstanding issues or questions;
- (3) prepare a suggested response including his/her recommendation to approve or disapprove the request;
- (4) propose an appropriate duration (validity period) for the deviation (not to exceed 24 months);
- (5) forward the deviation request package, including the suggested response, to the Commuter, on Demand, and Training Center Branch, AFS-250, for headquarters' review and coordination;
- (6) advise the center of the FAA's decision and, if approved, make the appropriate entries in the center's training specifications; and
- (7) amend the training centers surveillance plan accordingly.

2. REQUEST FOR DEVIATIONS TO THE TRAINING CENTER INSTRUCTOR REQUIREMENTS OF PART 142, SECTION 142.53(b).

A. As a result of the events of September 11, 2001, various U.S. government security directives and air carriers restricted or denied cockpit access to individuals that were previously authorized access to observe flight deck operations. These restrictions had a significant impact on the ability of some training center instructors to meet the in-flight observation flight requirements of part 142, section 142.53(b), which was the commonly used method of maintaining instructor qualification. Immediately following the events of September 11, TCPMs were permitted to exercise the deviation authority granted under part 142, section 142.9 and the Flight Standards Information Bulletin for General Aviation (FSGA) 01-03, Preparation Standard for 14 CFR § 142.53(b), which provided guidance for granting relief to the requirements of section 142.53(b). The FAA granted deviations from the in-flight requirement of 142.53(b) according to the guidance in FSGA 01-03. By mid 2002, U.S. government directives that denied cockpit access to part 142 instructors were withdrawn. However, some air carriers continued to restrict cockpit access and there are still many obstacles that make routine access difficult. To this extent, a deviation to section 142.53(b) may still be warranted for some centers.

B. Training centers that are not experiencing problems in meeting the instructor and evaluator in-flight observation requirements are encouraged and expected to continue using their resources as they have in the past. Only those training centers that provide sufficient justification as determined by AFS-250 will continue to be granted deviation authority to this rule.

C. Centers that can provide justification for a deviation to the line observation requirement of section 142.53(b) may apply by forwarding their request to the TCPM as outlined below.

(1) Deviation requests must contain:

(a) A letter of request from the training center;

(b) An estimate of the average number of instructors employed (part and full time) and the type of training the instructors predominately conduct. (i.e., part 91, 20 percent; part 135 on demand, 40 percent; EMS Helicopters, 25 percent; part 125, 10 percent, part 121, 5 percent, etc.);

(c) Documentation that the center has made reasonable attempts to obtain in-flight observation flights from numerous operators and that they have been denied. Documentation should include the operator contacted and the reason for the denial; and

(d) Documentation outlining why the provisions of 142.53 (a) or (c) of the regulation can not be complied with.

(2) The TCPM will conduct a preliminary evaluation and forward his/her recommendations along with the deviation package to AFS-250. AFS-250 will review the deviation request and, in coordination with the TCPM, approve or deny the proposed deviation request.

(3) If the deviation request is approved:

- It will be issued for a stated period of time not to exceed two years;
- The TCPM will make the appropriate entry in the center's Training Specifications; and
- The TCPM will issue the deviation to the training center.

(4) During the validity period, the TCPM must monitor and evaluate the effect of the deviation in relation to the changing environment. The TCPMs feedback will assist in determining whether there is sufficient justification for regulation change or re-issue of the deviation. Additionally, the TCPM will monitor the continued need for the deviation and remove the deviation when it is no longer needed.

NOTE: A deviation to section 142.53(b) does not provide relief from the requirements of 14 CFR part 121, sections 121.411(f)(2), 121.412(f)(2), part 135, section 135.337(f)(2), or part 137, section 137.338(f)(2). It is the air operators' responsibility to ensure all of their authorized instructors and check airmen are qualified in accordance with the appropriate operating rule. This requirement includes training center instructors and TCE school check airman who have been approved to provide the operators training, checking, or testing.

FIGURE 3.17.4.1. SAMPLE DEVIATION LETTER TO PART 142.53(b)(3)

Deviation to the in-flight observation requirement of 14 CFR, part 142, section 142.53(b)(3) to allow [Training Center Name] instructors to satisfy the requirements of this section by the accomplishment of approved line-oriented flight training in addition to and separate from that required by section 142.53(b) (3) (ii), is granted. The additional line-oriented flight training used to satisfy the requirements under this deviation must be performed in a simulator representative of the type of aircraft in which instruction will be given. It must include scenario-based simulation of routine flight between at least two different airports, preflight planning, flight segment(s) of at least two (2) hours, and debriefing.

This deviation expires on (mm/dd/year), unless sooner canceled or suspended by the Federal Aviation Administration.

CHAPTER 17. PART 142 TRAINING CENTERS

SECTION 5. SURVEILLANCE AND INSPECTION ACTIVITIES FOR PART 142 TRAINING CENTERS, SATELLITES, AND REMOTE SITES

1. BACKGROUND.

A. The Federal Aviation Administration (FAA) is empowered, by statutory requirement, “...to carry out the functions, powers, and duties of the Secretary relating to aviation safety.” One of the most significant duties of the FAA is to conduct surveillance in all areas of air transportation safety. Surveillance is a continuing duty and responsibility of all aviation safety inspectors in the flight standards organization. The term “surveillance,” as used in this handbook, relates to this ongoing duty and responsibility and related programs. Surveillance programs provide the FAA with a method for the continual evaluation of operator compliance with Title 14 of the Code of Federal Regulations (14 CFR) and safe operating practices. Information generated from the surveillance programs permits the FAA to act upon deficiencies, which affect or have a potential effect on aviation safety. For surveillance programs to be effective, they must be carefully planned and executed during the conduct of specific inspection activity. Inspections provide specific data, which can be further evaluated; therefore, they support and maintain ongoing surveillance programs. Inspections are specific work activities that have the following characteristics:

- A specific work activity title and PTRS code
- A definite beginning and a definite end
- Defined procedures
- Specific objectives, and
- A requirement for a report of findings (either positive, negative, or both)

B. Training center program managers (TCPM) have regulatory oversight responsibility for certificated 14 CFR part 142 training centers and the task of determining if a certificated training center continues to meet the requirements of their initial certification as defined during the certification process. A comprehensive surveillance plan will enable the TCPM to:

- Determine each operator’s compliance with regulatory requirements and safe operating practices;
- Detect changes as they occur in the operational environment;
- Detect the need for regulatory, managerial, and operational changes; and

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- Measure the effectiveness of previous corrective actions and focus on the certificate holders' ability to continue to offer the training, testing, and checking authorized by its certificate and training specifications

2. GENERAL.

A. FAA polices and procedures for surveillance activities are detailed in volume 6 of this handbook. TCPMs and their assistants should review volume 6 for guidance on the development of a surveillance plan for assigned training centers. Volume 6, chapter 1, sections 1 and 2 provides policies and procedures for the planning and execution of surveillance programs. Volume 6 chapter 2 contains specific surveillance guidance on various types of inspections that will also aid with the development of an appropriate surveillance plan. Volume 6, sections 2 through 10 and 17 through 19 pertain to centers that conduct actual aircraft training. Volume 6, section 11 deals with base inspections, which contains information applicable to all centers, associated satellites, and remote sites.

B. The information in this section is meant to supplement the surveillance guidelines in FAA Order 8400.10, volume 6 and will concentrate on specific areas relating to the inspection of part 142 training centers, their satellites, and or remote sets.

3. SURVEILLANCE PLAN.

A. Four-Phase Surveillance Programs. When developing a surveillance plan, be sure to follow the four phases for planning and executing surveillance programs located in volume 6, chapter 1 of this order. Specific guidance for each phase is also located in volume 6, chapter 1.

B. Frequency and Timing. Although unannounced inspections may be appropriate under some conditions, inspectors should consider conducting inspections at a time agreed and coordinated with the training centers management. Whenever practicable, the more encompassing formal inspections should be conducted during normal working hours (0800-1700). Routine daily or weekly inspections and/or observations should be conducted randomly and at times and places to ensure compliance with the certificate-holding district office's (CHDO) surveillance plan. Surveillance plans for centers that operate around or nearly around the clock should include inspections throughout the center's operating hours.

C. CHDO, Flight Standards District Office (FSDO), International Field Office (IFO) Responsibilities. Surveillance and inspection of satellite training centers and remote training sites will normally be conducted by the FSDO/IFO holding geographic responsibility for the particular center or site after coordination with the CHDO. Consult FAA Order 8000.49, Flight Standards Geographic Program, as amended, for guidance on geographic responsibility. (PTRS code 1559.)

NOTE: The surveillance coordination between a certificate-holding district office (CHDO) and related FSDO/IFO satellite district office(s) (SDO) for the surveillance of satellite center(s) or remote sites is outlined in paragraph 3.H of this section.

D. Developing a surveillance plan. The basis for a good surveillance plan begins with an evaluation of the centers; original certification documentation, training specifications, and the centers compliance statement (if available). Secondly, inspectors should evaluate the requirements for initial certification, outlined in section 6 of this chapter, on a recurring basis as part of any comprehensive inspection process.

E. Volume 6 of this order (8400.10) outlines the agencies policies and procedures for the development of surveillance plans and remains the primary guidance. The following subparagraphs are provided as a supplement to the guidance provided in Volume 6 and not meant to replace or supersede that guidance.

(1) Job aids to assist inspectors with their inspection functions may be found on AFS-250's, Part [142 Training Center](#) web site. Inspection areas that do not have a job aid available should use the detailed guidance for that subject located within this chapter. (PTRS codes 1603, 1607, 1612, 1621, 1626, 1629, 1630, 1640, 1641, 1642, 1643, 1644, 1645, 1646, 1647, 1649, 1650, 1652, 1653, 1654, 1662 1668, 1672, and 1673.)

(2) Aircraft and Ramp Checks. Ramp checks may include foreign aircraft, aircraft not yet registered, and aircraft furnished by clients or applicants.

(3) Observation of Training Programs. TCPMs will schedule periodic observations of approved curriculums and/or courses to ensure that each curriculum is being conducted in accordance with its current approval and to ensure the courseware originally or subsequently approved for the specific curriculum is being appropriately utilized.

(4) Advertising. Training center certificate holders that conduct public advertising must adhere to the following:

(a) Distinguishing Types of Training. A training center certificate holder may not advertise to conduct any training that is not approved by the FAA if that training is designed to satisfy any requirement of 14 CFR Chapter 1. However, training that is not related to, or designed to satisfy a 14 CFR Chapter 1 requirement may be advertised by a training center providing such advertising is clearly distinguished as not being FAA-approved or part of the training center's approved curriculums.

(b) Accuracy of Statements. A training center may not make any statement relating to its certification that are false or designed to mislead any person contemplating enrollment. The training center must clearly differentiate between courses that have been approved and those that have not.

(c) Curricula or course naming conventions.

i. Part 142 training centers may not advertise or hold out to the public that they have an approved curriculum that meets a certificated air operator's requirement's, such as 14 CFR parts 121, 125, or 135. For example, centers may not advertise that they have an approved part 121/125/135 pilot training curriculum, course, or program.

ii. Part 142 training centers do not hold a certificate authorizing part 121, 125 or part 135 operations, and may not have its training programs approved in accordance with those parts. Training center curriculums are approved under part 142 and as such the approved curricula must meet the requirements of that part. .

iii. The fact that a part 121, 125, or part 135 operator adopts the training center's curriculum as its own, does not give the training center the authority to advertise or promote itself as having part 121, 125, or part 135 training program. Rather, the training center is limited to the authority granted in part 142, and may only describe its training programs as having been approved for use in some part 121, 125, or 135 operations.

iv. Training centers may advertise that they have courses "designed to meet" other regulatory requirements, but they cannot advertise that that they have FAA approved courses that meet the regulatory requirements outside of those authorized by their part 142 certificate.

(d) Surrender of Certificate. When a training center certificate has been surrendered, suspended, revoked, or has expired (foreign certificate holders only), the center must remove all indications of FAA approval and cease advertising that the training center is certificated by the FAA. The center must remove all advertising signs and cancel radio, television, newspaper, magazine, billboard, and other associated advertisements for the training center.

(e) Suspending or ceasing operations at a particular facility. A training center, satellite, or remote site that suspends or ceases operations at a particular facility must promptly remove all signs indicating that an FAA-approved center is located at that facility.

(5) Flight Simulators and flight training devices (FTD). Evaluate the following areas for compliance with program approval and training specifications authorizations: (PTRS codes 1630 and 1654.)

(a) Functional evaluations.

(b) Accurate replication of the aircraft type for the curriculum in which used.

(c) Logbook or other use records.

(d) Simulator component inoperative guide (SCIG), if developed.

(e) Discrepancy and/or maintenance logbooks to determine if any recorded item would or would not have affected the training, checking, or testing conducted.

(f) Records of daily preflight to determine if discrepancies are being recorded and if maintenance is deferred on any discrepancies that would affect training, checking, or testing.

(g) Training specifications to ensure all flight simulators and FTDs have been properly authorized and approved.

(h) When installed, inspect oxygen masks, smoke goggles, and audio control panels to ensure proper operation.

(i) Randomly select operational functions of authorized FTDs and simulators to ensure their initial qualification standards are being maintained.

NOTE: From time to time, TCPMs, ATCPMs, and/or PPMs should fly the centers approved simulators and operate FTDs to ensure the training devices continue to meet their initial qualification standards and support the curriculums that are authorized to include their use.

(6) Facilities. Ensure that the center's training specifications list all satellite training centers and their remote training sites. (PTRS codes 1640 and 1647)

(7) Center Training Records. The center's record keeping processes must contain a quality program that enables responsible managers and/or personnel to evaluate the accuracy and adequacy of the record keeping system. This process must include at least the following elements/procedures:

(a) A review to determine compliance with the approved training program. Each record must show a chronological record of the students' participation in the training program, as required by the part 142, section 142.73(a) recordkeeping requirements. (PTRS code 1649.)

(b) An evaluation to ensure that the student prerequisites for entry into training were verified and documented.

(c) A review of the instructor and evaluator records to determine compliance with the requirements of section 142.73(b). (PTRS code 1650.)

(d) A review of the centers training specifications to determine the approved location for maintaining required center and student records as well as the approved method(s) for keeping such records.

NOTE: A checklists to assist inspectors with their inspection requirements of training center records may be found on AFS-250's, Part 142 Training Center web site.

(8) Training Center Evaluators (TCE). Ensure that each evaluator is observed annually by a qualified FAA inspector. The surveillance (which may be unannounced) will consist of the following: (PTRS codes 1641, 1642, 1643, 1668, and 1673.)

(a) Observation of the conduct of an oral evaluation.

(b) Observation of the flight simulator portion of a practical test, which should include the observation of the evaluator operating the simulator control panel during a certification practical test or check.

(c) Observation of the aircraft portion of a practical test, if appropriate.

(d) Compare the centers training specifications or individual TCE listing against the center's copy of each TCE's LOA for consistency, and to ensure each authorized TCE has received training appropriate to their LOA.

(9) Advanced Qualification Program (AQP) Curriculums. Survey and inspect approved AQP curriculums in accordance with the guidance provided by FAA Order 8400.10, volume 3, chapter 4, section 4, and volume 6.

(a) Record all activity connected with an AQP by using the existing PTRS activity codes and 14 CFR combinations. When reporting certification, surveillance, or other activities associated with an AQP curriculum, ensure that the letters AQP are annotated in the National Use field of the PTRS. No other changes to PTRS reporting procedures are entailed.

(b) The PTRS form may be overprinted or modified to provide the TCE or AQP evaluator with additional guidance and aid in standardization of data entry.

(c) PTRS Activity Codes. All of the operations activity codes that are defined in FAA Order 1380.51 continue to apply under AQP. Some unique AQP tracking requirements may be necessary in the future, and recording procedures will be provided at that time.

(d) Ensure that AQP curriculums being used are authorized in the training specifications.

(10) Training Programs, Curriculums, and Courses.

(a) Evaluate the courseware, syllabuses, equipment, and personnel to ensure that they continue to meet part 142 regulatory requirements. A checklist to assist with the internal evaluation of training centers can be found on AFS-250's, Part [142 Training Center](#) web site. (PTRS codes 1626 and 1646.)

(b) Ensure that the training specifications include all approved curriculums/courses.

(11) Quality Assurance Programs.

(a) During surveillance of the training centers, the inspector will be able to observe the effectiveness and adequacy of quality assurance measures.

(b) TCPMs should consider the following when reviewing the center's proposed quality control measures:

i. Number of inspections.

ii. Effectiveness. The effectiveness of the training center's quality assurance audits may be measured by examining past quality assurance audits.

- Whether these audits identified any deficiencies or appear to be a routine fulfillment of a regulatory requirement
- Whether the training center's auditors appear to have an in depth knowledge of the center's objectives and regulatory requirements and responsibilities.

iii. Documentation.

- Review the reports prepared by the training center's quality assurance department to determine if they are complete and thorough
- Ensure that the reports reveal what was reviewed and inspected and have in-depth analyses into the deficiencies found and recommended corrective action(s)
- Ensure the reports were reviewed by the training center's quality assurance department, how responsible supervisors or managers responded to the report, and the corrective action taken.

iv. Determine if the program provides a realistic means to address problem areas.

v. Determine if the program describes how training of auditors will be conducted.

vi. Determine whether all personnel understand their obligations under the quality assurance program.

vii. Does the center's top management fully support the program and provide meaningful feed back to the employees?

F. Inspection Results. The completion of a particular inspection will always result in one of the following:

- (1) Issuing a finding of satisfactory; or
- (2) Issuing a finding of unsatisfactory and indicating expected corrective action or other ramifications of the unsatisfactory results.

G. Future Activities.

- (1) Schedule follow-up inspections for any deficiencies.
- (2) Possible enforcement investigation on items not in compliance.
- (3) Continuation of routine surveillance and interaction.

H. Surveillance of a Principal Training Center With Satellite Center(s). This subparagraph discusses the coordination required when a training center organization has one or more satellites

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attached to the principal center which are located outside of the principal CHDO geographical area of responsibility. While the CHDO of the principal training center retains the final authority for overall management of the center's certificate, the FSDO/IFO with geographical responsibility for associated satellite(s) and occasionally remote sites will normally conduct required surveillance activities of those sites on behalf of the CHDO.

(1) Location. The principal training center's CHDO is normally determined by its geographic location. The location of the principal training center's satellite(s) or remote site(s) normally determines the district office with geographical responsibility for those facilities. The FAA office with geographical responsibility for a principal center's satellite(s) is normally referred to as the Satellite District Office (SDO). Oversight of international satellites is also determined by the satellites geographic location and normally carried out by the responsible IFO.

(2) Operational Responsibility. The principal training center's CHDO through the assigned TCPM has the surveillance and oversight authority and responsibility for the principals' centers certificate and associated training specifications. SDOs in collaboration with the principal centers TCPM provide surveillance, oversight, and management of satellites or remote sites within their geographic area. If assigned by the SDO, a satellite TCPM (STCPM) may be assigned to assist the TCPM with surveillance activities. TCPMs and STCPMs report to their respective office managers and are jointly linked through the FAA's Vital Information Subsystem (VIS).

(a) The surveillance and periodic review of a facilities curriculum, courseware, and personnel are the responsibility of the FAA office having geographic responsibility for the site. Final approval of the curriculums, courseware, training devices, and TCEs used at a satellite or remote site are the responsibility of the principal training centers TCPM.

(3) CHDO and SDO coordination and oversight Responsibilities.

(a) The Principal Center's CHDO will:

i. Conduct/coordinate initial certification and on going certificate renewals, as required.

ii. Authorize satellite and remote site locations.

iii. Obtain satellite training center designator numbers.

iv. Select the principal training center TCPM, ATCPM and PPMs.

v. Provide TCPM, ATCPM and PPMs administrative support.

vi. Approve all center and satellite site TCE Letter(s) of Authorization (LOA).

vii. Conduct all principal center surveillance.

viii. Coordinate Memorandums of Understanding (MOU) agreements between the FAA and the principal training center. (This MOU will include all authorized satellites and if appropriate remote sites.)

x. Coordinate satellite/remote training center oversight and work functions with the SDO.

xi. Respond to local questions, inquiries, and complaints.

(b) The SDO will:

i. Select the STCPM and Partial Program Managers (PPM), required to provide surveillance of subject satellites/remote sites, if required.

ii. Provide administrative support for the STCPM and PPMs, if required.

iii. Conduct evaluations of satellite center TCE(s) in accordance with their LOA.

iv. Coordinate satellite/remote training center oversight and work functions with the CHDO.

v. Respond to local questions, inquiries, and complaints.

(4) TCPM Duties and Coordination Responsibilities. TCPMs are responsible for the following:

(a) The review and approval of center curriculums, courseware, and syllabuses. If a STCPM, ATCPM or PPM(s) has been assigned, these individuals will provide assistance with the review of the curricula authorized or to be authorized for use at their particular site.

(b) Conducting and/or coordinating TCE FAA-conducted ground school, and required surveillance.

(c) Conducting and/or coordinate TCE renewal evaluations.

(d) Approving principal training center aircraft, simulators, flight training devices (FTD), to be used in the delivery of approved training center curricula.

(e) Inspecting principal training center student, personnel, and simulator daily inspection records.

(f) Supporting the National Simulator Evaluation Team on the principal training center initial and recurrent equipment inspections.

(g) Maintaining principal training center VIS and TCE files.

(h) Processing principal training center enforcement and investigative records (EIR), self-disclosures, and pilot application files.

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(i) Approving principal and satellite FTDs, simulators, and aircraft through the issuance of operations specifications (OpSpecs).

(j) Coordinating satellite training center oversight with the STCPM.

(k) Assigning work to the principal training center PPMs.

(l) Responding to local questions, inquiries, and complaints and keeping ATCPM, PPMs and STCPMs advised.

(m) Issuing/updating the certificate holder's training specifications and advising ATC PMs PPM and STCPMs..

(n) Reviewing principal training center and satellite training center PTRS surveillance records.

(o) Conduct principal training center surveillance of instructors, TCEs, and curricula delivery.

(p) Reviewing and enter principal training center TCE activity files.

(5) STCPM Duties and Coordination Responsibilities relating to satellite and remote sites. STCPMs are responsible for the following:

(a) Assisting the TCPM with the review of center curriculums, courseware, and syllabuses.

(b) Conducting FAA initial and recurrent training and observations for satellite TCEs and recommend approval or disapproved to TCPM.

(c) Evaluating satellite training center aircraft, simulators, and FTDs.

(d) Conducting satellite training center surveillance curriculums and instructors.

(e) Inspecting required satellite training center student and personnel records and simulator daily inspection logs.

(f) Supporting the National Simulator Evaluation Team on the satellite training center initial and recurrent equipment inspections.

(g) Maintaining satellite training center VIS and TCE files.

(h) Processing satellite training center EIR self-disclosures and pilot application files and support findings to TCPM.

(i) Coordinating satellite training center oversight with the TCPM.

(j) Determining the assignment of the satellite training center ATCPMs' work functions.

advised. (k) Responding to local questions, inquiries, and complaints and keep TCPM

(l) Reviewing satellite training center PTRS surveillance records.

(m) Reviewing and updating TCE activity files.

CHAPTER 17. PART 142 TRAINING CENTERS

SECTION 6. CERTIFICATION OF PART 142 TRAINING CENTERS

1. GENERAL. This process applies to the initial certification as well as the addition of satellites to existing certificates.

A. This section provides guidance on the certification process of part 142 training centers and associated satellite(s). The processes outlined in this section, if followed, will ensure compliance with Title 49 United States Code (U.S.C.), Title 14 of the Code of Federal Regulations (14 CFR) and appropriate FAA policy and procedures. During the certification process, the certificate holding district office (CHDO) and the assigned training center program manager (TCPM) will follow the guidance provided in this section. The CHDO and regional flight standards division offices must be confident that the applicant is capable of fulfilling the required regulatory responsibilities and willing to comply with 14 CFR in an appropriate and continuing manner. The certification of a training center follows a five (5) phase process composed of three (3) gates and is similar to the air carrier certification process described in volume 2 of this order.

B. The FAA instituted the gate concept for certification processes to conserve assets and ensure applicants progress through their certification process in an orderly and structured manner. It also ensures that an applicant's programs, systems, and intended methods of compliance are thoroughly reviewed, evaluated, and tested. The gate concept requires that an applicant complete specific phase items before progressing past a particular gate. Once the FAA accepts the items associated with a particular gate, the applicant may continue to the next phase of the certification process.

C. Once completed, the gate process provides reasonable assurance that the applicant's infrastructure (programs, methods, and systems) will result in continued compliance after certification. The CHDO is responsible for ensuring that the applicant completes the certification process in accordance with these guidelines. Based on the applicant's proposal(s), the CHDO may adjust certain elements within the certification phases to facilitate the CHDO's administration of the project.

D. A graphical disruption of the five-phase, three gate certification process can be found on AFS-250's Part [142 Training Center](#) web site.

2. INITIAL INQUIRIES, REQUESTS, AND PRELIMINARY DISCUSSIONS.

A. Initial or preliminary inquiries concerning the certification of part 142 training centers may come in various formats from individuals or organizations. These inquiries may be in writing or the result of meetings with FAA personnel. Requests for applications may come from inexperienced and poorly prepared individuals, from well-prepared and financially sound organizations, or from individuals and organizations ranging between these extremes. Upon receipt of an initial inquiry the receiving office manager will determine if his/her office has geographical responsibility for the area in which the applicant's principal business will be located. If the FAA office initially contacted has jurisdiction, the manager should begin the

certification process. If not, the manager will direct the applicant to the proper field office. Once the appropriate CHDO has been identified, office personnel should become familiar with the certification processes outlined in this Section.

NOTE: The CHDO with geographic responsibility must review current guidance concerning the Certification Services Oversight Process (CSOP) Notice 8000.311 to ensure the appropriate resource evaluation, workload index, and dashboard activities are completed prior to beginning the certification process.

B. Preliminary Applicant Discussions. The FAA inspector assigned to the project (normally the TCPM) should briefly explain the application process and the FAA requirements that the applicant is required to meet throughout the certification process. The inspector should advise the applicant to schedule a pre-application meeting, when the applicant has had sufficient time to thoroughly review and understand the certification requirements. During preliminary discussions with the applicant, the assigned inspector will:

(1) Provide the applicant with a brief overview of the certification process and the information that they must submit as part of their pre-application statement of intent (PASI);

(2) Direct the applicant to AFS-250's Part [142 Training Center](#) web site, request they become familiar with the training center requirements in 14 CFR Part 142, the airman certification requirements of 14 CFR parts 61, 63, and 65, as applicable, and other regulatory guidance appropriate to the curriculums and evaluations the applicant proposes to offer. This web site provides links to the following:

- AC 120-49 (as amended)
- Preapplication Statement of Intent (PASI)
- Sample Formal Application Letter
- Sample Letter of Compliance
- Sample Training Specifications
- Additional publications or documents that the TCPM considers appropriate
- Sample Company Training Manuals;

(3) advise that all certification submissions must be provided in both electronic and hard copy. Electronic versions of the applicant's submission may be in Microsoft Word or Adobe PDF format.

(4) Advise the applicant that after they have completed their review of AFS-250's Part [142 Training Center](#) web site, applicable regulatory guidance, and completed and submitted their

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PASI, they should schedule their pre-application meeting. The applicant should plan to bring key management personnel to the pre-application meeting.

(5) Instruct the applicant to complete their PASI in accordance with the guidance concerning pre-applications located on AFS-250's Part [142 Training Center](#) web site. The PASI and attachments should be forwarded to the CHDO a minimum of two weeks prior to the formal application meeting.

NOTE: Certification request for international centers must be referred to AFS-250 for coordination prior to progressing past Gate 1 of the certification process. Request to add an international satellite(s) to an existing center's training specifications must also be forwarded to AFS-250 for review and comment prior to approving such requests.

3. THE FIVE PHASE CERTIFICATION PROCESS.

- Phase 1. Pre-Application
- Phase 2. Formal Application
- Phase 3. Document Compliance
- Phase 4. Demonstration/Inspection
- Phase 5. Certifying

A. Phase One—Pre-application Phase and Gate I.

(1) The Pre-application statement of Intent (PASI) and all subsequent written material will be submitted electronically in MS Word or in PDF format.

- Corporate and business name mailing address, telephone number E-mail
- Proposed starting date and schedule of events
- Proposed management personnel and position.
- Proposed training courses
- Flight training equipment (AFTDs, simulator)

NOTE: Certification of a training center under 14 CFR Part 142 requires the use of simulators and/or advanced flight training devices (qualified as Level 6 or 7). An application that proposes to conduct training, testing, and checking using aircraft only will not be accepted.

- Proposed location of the training center and any proposed satellite centers
- Training records
- Any additional information that may be required to provide a better understanding of the proposed training center and activities.

(2) The applicant will be advised to become familiar with training center requirements in 14 CFR Part 142, airman certification requirements of 14 CFR Part 61/63 and other requirements appropriate for the proposed airman training and evaluation to be offered.

(3) Gate I requirements:

(a) The FAA FSDO and the, applicant's management personnel will have completed a pre-application meeting. This meeting will be preliminary discussion in which the applicant will generally describe the proposed training center activities and submit the Pre-application Letter including plans for personnel, facilities, flight training equipment. The applicant should also be able to demonstrate a basic knowledge of the appropriate regulations and requirements of airman training and evaluation. The FSDO personnel will use this opportunity to discuss in detail the entire certification process and provide the applicant with information and documentation concerning the certification and continued approval of a training center, qualification of personnel, approval of flight training equipment, and approval of training center curriculum and associated courseware.

NOTE: For training center applicants located outside the United States the CHDO will submit the PASI to AFS-250 for review before progressing part Gate 1.

(b) The applicant must understand that there are fees associated with the certification process. The fees are based on the time also spent by FAA Inspectors conducting certification and inspection activities. Fees, as well as associated expenses, are provided for in 14 CFR part 187 and must be paid prior to the issue of the centers Training Specifications and Training Center Certificate.

(c) Based on preliminary meetings, discussions, and the content of the pre-application letter of intent, the CHDO will make an initial determination as to whether the potential applicant is qualified and intends to pursue certification. The applicant must also declare his/her intention to proceed with the certification process.

(d) The CHDO will ascertain that the proposed operation is consistent with the regulatory requirements of 14 CFR part 142 and accept or reject the pre-application letter of intent. If acceptable, the applicant will be advised the Gate I requirements have been completed and to proceed with the Formal Application phase. The formal application must be received by the CHDO a minimum of 120 days prior to the start of proposed operations. The proposed schedule of events included in the applicant's pre-application letter of intent should be used by the FSDO as a preliminary planning tool for the certification process.

B. Phase Two—Formal Application and Gate II.

(1) Applicants must submit a formal letter of application to the FAA Flight Standards District Office that has jurisdiction over the area in which the applicant's principal business office is located. The letter and attachments must be submitted at least a minimum of 120 days prior to the start of proposed operations and must contain the following information:

- Corporate or Business name (including dba), mailing address, and telephone number of the applicant.
- Formal Schedule of Events.
- Proposed instructor and evaluator training program including curriculum, courseware, procedures, and any other supporting documentation.
- A copy of a purchase contract or adequate lease of flight training equipment, to substantiate that it has exclusive use of all simulation media for periods of time adequate to conduct all training checking and testing proposed in the training plan. If the applicant is the sponsor and/or operator of the proposed flight training equipment, the letter should so indicate that the equipment is either currently FAA qualified or that arrangements have been made for qualification.
- Updated starting date. (See Other Required Information, below.)
- Proposed evaluation authorization.
- A description of the applicant's training facilities, equipment, and qualifications of personnel to be used.
- The proposed training curriculums and associated syllabus including courseware, procedures, checklists, and any other supporting documentation for the training of students, instructors, and evaluators.
- Management qualifications must be stated in specific terms. A statement will be also included acknowledging that the applicant shall notify the FAA within 10 working days of any change made in the management positions.
- A description of a recordkeeping system that will identify and document the details of training and the qualifications and certification of students, instructors, and evaluators.
- If the applicant proposes to provide training for certificate or rating in fewer than the minimum hours prescribed in 14 CFR part 61, a method of demonstrating qualification and ability to provide training must be submitted.
- Compliance statement.

NOTE: Preparation of the compliance statement benefits the applicant by systematically ensuring that all applicable regulatory aspects are appropriately addressed during the certification process. The compliance statement shall be in the form of a complete listing of all appropriate CFR sections (for example, 14 CFR part 61, 63, and 91) pertinent to the training curriculums the applicant is proposing. This list should reference any applicable subpart and each relevant section of the subpart. Next to each subparagraph, the applicant must provide a specific reference to a manual or other document, and may provide a brief narrative description that describes how the applicant will comply with each regulation. This is a procedures document (i.e., what system the applicant will use to insure compliance), not a policy document. The compliance statement will be used throughout the applicant's certification process and become an ongoing source of information throughout the certificate holders continued operations. After the certification process is completed, the compliance statement should be kept current as changes are incorporated in the applicant's system.

- A description of the quality control program that will identify and document the details of the quality control measures to be used.

(2) The following signatures are required on a completed formal application letter:

(a) An application from an individual must be signed by that individual.

(b) An application from a partnership must be signed by all partners or, if applicable laws permit this authority to be delegated to one partner, by the delegated partner.

(c) An application from a corporation must be signed by the corporate secretary, by the president or officer(s) authorized by the corporation, and by any other designated official of the corporation, who should attest to the individual's authority to sign such a document.

(d) An application from a partnership, club, or association must be signed by the president or such other officer or director as authorized by the organization's bylaws and attested to by the secretary.

(e) The equivalent of the positions listed in the above subparagraphs as determined by the certifying FAA office for training centers located outside the United States.

NOTE: The above items must be complete to pass through GATE II.

(3) If it becomes apparent that the applicant will not be able to prepare an acceptable formal application, the FSDO will advise the applicant that the FAA is ceasing any further efforts to certificate the applicant.

C. Phase Three—Document Compliance.

(1) The certifying district office will review the documents that the applicant has submitted to ensure compliance with regulatory requirements, policy, and other guidance material. The review will include the following areas:

(a) Management Personnel.

i. The training center applicant shall employ sufficient qualified and competent management personnel to perform the duties to which they are assigned.

ii. The applicant must provide résumés for proposed management personnel. This must include the individual's name and address, as well as the individual's qualifications and airman certificate number, certificates and ratings, work history, and compliance history. Medical certificate information must also be provided if it is appropriate to the position assigned.

iii. A person whose employment or contribution materially to the revocation, suspension, or termination of that certificate within the previous 5 years should not manage, be in control of, or have substantial ownership of a training center.

iv. Persons who conduct training or an evaluation of a student must be able to read, write, understand, and fluently speak the English language.

(b) Evaluators. Detailed guidance for appointment of evaluators is in section 2 of this chapter.

(c) Instructors.

i. Must meet the eligibility requirements of part 142, § 142.47.

ii. Must complete the training prescribed by part 142, § 142.53.

(d) Required Documents. Each applicant must present the following documents for review and approval:

i. Copies of the leases, agreements, and contracts, if any, to show compliance with the exclusive use of equipment requirements of part 142, § 142.15. If the Training Center Program Manager (TCPM) determines that it is necessary, he or she may ask the General Counsel's office to review any of these documents to determine if the intent of the exclusive use requirement is met. (PTRS code 1395.)

ii. If a training agreement exists with a 14 CFR part 141 certificated pilot schools to provide training, testing, or checking for a training center, a copy of that training agreement must be provided. Each training agreement should meet the requirements of part 141, §§ 141.26 and part 142, § 142.33. (PTRS code 1395.)

iii. Deviations and Waivers. Deviations and waivers are issued under part 142, § 142.9 must be submitted in accordance with section 4 of this chapter. To ensure standardization and consistent application of policy, such requests shall be forwarded to the Commuter, On Demand, and Training Center Branch, AFS-250 for review prior to issuing final approval to the applicant. Submissions to AFS-250 should be made no less than 15 business days in advance of the requested implementation date.

(e) Approved Program for Maintenance and Inspection of Aircraft, if required. Each certificate holder must ensure that aircraft used to provide training under part 142 are maintained and inspected in accordance with (IAW) 14 CFR, part 91, subpart E (or foreign equivalent), and/or an approved program for maintenance and inspection. The FAA may assign an aviation safety inspector (ASI) (airworthiness) to verify the existence and adequacy of an approved program for maintenance and inspection. The ASI will also review the center's minimum equipment list (MEL) if the applicant seeks relief under a MEL for aircraft that the training center owns or leases. MELs are not a certification requirement of part 142. (PTRS code 1372.)

(f) A simulator component inoperative guide (SCIG) if a SCIG is to be used. SCIGs are not a certification requirement of part 142. (PTRS code 1372.)

(g) Flight Simulators and Flight Training Devices (FTD). Documentation to show qualification by the National Simulator Team (AFS-205) or showing request for such evaluation and qualification. See details for inspection and demonstration under the next phase and under the same phase in section 2. (PTRS code 1351.)

(h) Training Program. The FAA will review and approve curriculums, and review for acceptance or non-acceptance associated syllabi, and related courseware in this phase. Curriculums leading to the issuance of pilot certificates, ratings and/or meeting currency requirements of 14 CFR parts 61 and/or 65 must be based on advanced simulation devices. (See section 8 of this chapter for approval processes and procedures.) Curriculum approval and requirements will follow the general process for review and format that is found in FAA Order 8400.10, volume 3, chapter 2.

i. Core and Specialty Curriculums. The TCPM will review the curriculum for format and content. (See section 8 of this chapter for detailed guidance on curriculum approvals.) To indicate initial approval, the TCPM will stamp each page of the List of Effective Pages indicating that the curriculum has been granted initial approval.

ii. Courseware. Most courseware is accepted by the FAA rather than FAA-approved. Checklists not prepared by the manufacturer must be accepted by the FAA. Pictorial means of preflight inspection courseware must be approved. See chapter 150 for detailed guidance on courseware requirements.

(i) Training Records. Training records must document training, qualification, and currency. Each certificate holder must keep records at the applicable training center or satellite training center, or other place approved by the FAA, and must provide those records to the FAA

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upon request or at a reasonable time. The FAA may use the following information to determine training record system adequacy. (PTRS code 1334.)

- See part 142, § 142.73(a) for a checklist of trainee record requirements.
- See 14 CFR, § 142.73(b) for a checklist of instructor record requirements.

(2) Quality Control Measures. Part 142, § 142.11(b)(9) requires that training centers present quality control measures. As a required part of a training center certification process, applicants shall formulate an operational strategy and provide specific process instructions as to how they plan to conduct the training center's operations. Many of a center's day-to-day operations are influenced by these measures such as:

- customer registration
- training program application
- simulator discrepancies
- recordkeeping, and
- personnel qualification assurance.

(a) Quality control measures provide guidance for operations, a benchmark as to their effectiveness, and usability of the training center's processes. Management personnel who are responsible for the implementation of the quality control measures must be identified. Quality control measures are established by means of a quality assurance program and can be broken down into two categories:

i. Static quality control measures shall define an overall management plan that guarantees the integrity of operations. Static quality control measures shall define the policies and procedures of the training center, provide guidance, and identify those personnel responsible for tasks. Static quality control measures guarantee that the training center will conduct operations in accordance with regulatory requirements and the philosophy of the company.

ii. Active quality control measures gauge the effectiveness of static quality control, provide a means to resolve nonconformities, and identify areas in need of improvement. Active quality control measures shall consist of:

- An audit program to determine the compliance and effectiveness of established procedures.
- A process reengineering program that will identify and document nonconformities and areas in need of improvement. This program must include a follow-up process to ensure that nonconformities and areas in need of improvement are identified, solutions are proposed, and the responsibility for implementation of corrective action is assigned.

(b) As part of the quality assurance program, static and active quality control measures must be developed for at least the following:

- i.* Conduct and effectiveness of all training programs.
- ii.* Curriculums.
 - Control of courseware
 - Adequacy of program content
 - Compliance with rule requirements
- iii.* Recordkeeping system.
 - Student and instructor/evaluator
 - Content of records
 - Security
 - Prescribed method of recordkeeping followed
 - Documentation of completion of required events
- iv.* Adequacy of facilities and equipment.
- v.* Revision processes for curriculums, courseware, and general policy guidelines.

(c) Instructor and Evaluator Qualifications and Ability.

- i.* Effectiveness of associated training program.
- ii.* Determination of eligibility and authorizations.

(d) Effectiveness of Management.

- i.* Delegation of authority and responsibility.
- ii.* Approachability.
- iii.* Delineation of information.

(e) Simulator and FTD functionality and training suitability.

- i.* Daily checks.
- ii.* System to identify and address discrepancies.
- iii.* Availability of simulator readiness status to end users.

v. Review documents detailing the measures to be implemented as part of the quality control measures. Ensure all elements contain static and active control measures.

D. Phase Four—Demonstration and Inspection (Gate III applies).

(1) The FAA will conduct inspections to determine a training center's compliance with, or eligibility under, the U.S. Transportation Laws, Title 49 of the United States Code (49 U.S.C.), and the regulations. Each certificate applicant must allow the Administrator to inspect training center facilities, equipment, and records at any reasonable time and place. The CHDO should inspect those proposed training centers or satellite training centers within their area of geographic responsibility. For other inspections, the CHDO should request the services of the FSDO with geographic responsibility over the areas where the satellite training centers, equipment, or remote sites are located.

(2) The FAA will include the following specific requirements during the inspections. (PTRS codes 1334, 1351, 1371, 1603, 1607, 1612, 1621, 1626, 1629, 1630, 1640, 1641, 1642, 1643, 1644, 1645, 1646, 1647, 1649, 1650, 1652, 1653, 1654, 1662, and 1673.)

(a) Facilities and Equipment Described in an Applicant's Formal Application Letter. The purpose of these inspections is to ensure that the facilities and equipment are represented by the applicant and that they meet the certification requirements of the regulations. (PTRS codes 1371, 1640, and 1647.)

(b) Automated Recordkeeping Systems Proposed by the Applicant. Refer to FAA Order 8400.10, volume 3, chapter 11, section 4 for specific guidance. Operators that can adequately demonstrate their ability to use automated/electronic recordkeeping systems will receive authorization in the training specifications. (PTRS code 1334.)

(c) Qualification and Approval of FTDs and Flight Simulators. Inspect each flight simulator or FTD used for training, checking, testing, or recency of experience under part 142 for qualification and approval. (PTRS codes 1351, 1630, 1654.)

i. The National Simulator Program Manager (NSPM) will qualify all Level 4 through 7 FTDs and flight simulators. The NSPM will qualify training devices IAW the procedures and criteria contained in AC 120-45 and AC 120-40 as appropriate. Rotorcraft simulators and rotorcraft FTDs will be qualified IAW AC 120-63.

ii. The NSPM will be responsible for the initial evaluation of FTDs, Levels 4 and 5, but may delegate this responsibility to the FSDO as necessary. TCPMs will, following the NSPM qualification approve the respective devices for use within the centers approved curricula.

NOTE: All new FTDs manufactured or placed into service after August 6, 1996, are ineligible for conferred status and must be evaluated, qualified, and approved under the regulations which apply at the time. The previously reserved Level 1 classification for FTDs will be used to identify those devices.

iii. The TCPM approves FTDs and flight simulators for intended use in the center training programs. Each training center shall identify each Level 1 through 3 FTD by the

manufacturer's serial number, unless the FAA has issued an identification number for that purpose. Levels 4 through 7 FTDs and all flight simulators shall be identified by FAA identification numbers.

iv. The FAA will qualify each rotorcraft flight simulator and rotorcraft FTD IAW the procedures and criteria contained in AC 120-63.

v. Only flight simulators and FTDs that have been properly qualified by the NSPM or otherwise authorized by the Administrator may be approved for use in a centers curricula and listed in a center's training specifications.

vi. A training center may use a flight simulator or FTD for instruction if it is listed in the training center's approved training specifications and meets the flight training equipment requirements of the lesson for which it is to be used, as stated in the training center's approved curriculum.

vii. A training center may offer 100 percent training, checking, and testing through an approved curricula in a Level C or D simulator only when that course has approved pictorial courseware for 100 percent training, checking, and testing curriculums. The FAA must approve pictorial courseware for each curriculum in which it is to be used.

(3) Quality Control Measures.

(a) Inspect the effectiveness of the quality control measures and their applicability to actual operations.

(b) Determine if the operations can be conducted in accordance with the proposed measures.

(c) Determine if personnel understand and comply with the quality control systems.

(4) Gate III Requirements. Gate III requirements shall be completed prior to observing an actual class for initial approval of a training curriculum and certification of a training center.

(a) Training curricula approved, courseware accepted;

(b) Sufficient instructors and evaluators trained and designated; and

(c) Facilities evaluated and found satisfactory.

E. Phase Five—Certification.

(1) Issuance of Certificate and Training Specifications. The CHDO will issue FAA Form 8000-43, Training Center Certificate, and training specifications after satisfactory completion of the previous phases. (PTRS code 1396.) See new standardized training specifications form.

(a) Training specifications are defined in section 1 of this chapter and § 142.3. Training specifications are documents issued to a training center certificate holder by the Administrator. For international located centers, all applicable 14 CFR part 187, § 187-1 fees must be collected prior to the issuance of the certificate and training specifications.

(b) Standard training specifications are available on the automated OPSS.

NOTE: Applicants must complete the necessary training to qualify for the issuance of automated Training Specifications prior to the completion of the certification process.

(c) Training specifications are readily available to inspectors and potential users. Consequently, in the interest of brevity, those training specifications will not be repeated in this chapter. A sample list of training specifications may be found on AFS-250's, Part [142 Training Center](#) web site.

(d) Denial of Certification. The FAA may deny certification to an applicant if deficiencies exist. If so, the FSDO will state the reasons for certificate denial. The FSDO will make such denial in writing and will describe corrective actions that may lead to certification.

i. An applicant that has been denied certification and desires to continue to seek certification should notify the FSDO in writing when corrective action has been taken. The FSDO may require a second or subsequent inspection of training center or satellite training center facilities.

ii. After evaluation of the applicant's corrective actions, the FSDO will either approve or deny certification. If denied, state which requested changes have not been properly addressed. If the applicant is again denied certification, the applicant may again follow the steps described in the paragraphs above.

(c) Final Certification Following Training Center Acquisitions, Mergers, and Bankruptcies. The FAA will process certification following these actions IAW guidance contained in FAA Order 8400.10, volume 2, chapter 3.

CHAPTER 17. PART 142 TRAINING CENTERS
SECTION 7. OUTSOURCE TRAINING: AIR OPERATORS AND/OR
FRACTIONAL OWNERSHIP PROGRAM MANAGERS CONTRACTING
WITH TRAINING PROVIDERS.

1. GENERAL. This Section is designed to provide policy guidance for POIs that have operators or receive requests from their operators to outsource a portion of their required crewmember training. The information in this section may also be useful for TCPMs, operators, and training center managers.

2. BACKGROUND.

A. In addition to adopting Title 14 of the Code of Federal Regulations (14 CFR) part 142, the FAA also revised applicable sections of parts 61, 63, 91 subpart K, 121, 125, 135, and 141 to provide a means for crediting the training, testing, and checking accomplished in flight simulators and Flight Training Devices (FTD) toward the flight training requirements of those parts. The adoption of part 142 enabled operators to pursue training alternatives not previously available under the regulations. Part 142 has made the use of training centers by operators more widely accepted as an alternative means of providing training to its employees.

NOTE: “Alternative means” as used in part 142 has in some cases been misunderstood and has been interpreted to mean that compliance with a training center’s approved courses will meet the training requirements required by the appropriate operating rules for an operator. This is NOT the case. “Alternative means” permits an operator to out source or arrange to have its approved training conducted by a third party. It does not mean that an operator has an “alternative means” to meet the training approval requirements governing its particular operation. Programs approved in accordance with part 142 may NOT be used as an alternative means of satisfying the requirements of the appropriate operating rules as approved by the operator’s Principal Operations Inspector (POI).

B. As the use of training centers continues to increase, the interrelationship between a center’s Training Center Program Manager (TCPMs) and an operator’s POI have become increasingly important. When an operator wishes to use the services of a part 142 training center, the most common operational issues that POIs must resolve are:

(1) Exactly what portion of the operator’s required crewmember training, checking, and/or testing will the center be authorized to conduct?

(2) What qualification requirements are necessary to enable the training center flight instructors to conduct the requested training? (Reference part 91, sections 91.1075, 91.1089, and 91.1093; part 121, sections 121.412 and 121.414; and part 135, sections 135.338 and 135.340.)

(3) How does the operator propose to qualify training center evaluators (TCE) or other personnel to become contract check airmen? (Reference part 91, § 91.1063; part 121, § 121.411 and 121.413, and part 135, § 135.337 and 135.339.)

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(4) What documentation is required to ensure the training conducted by the center complies with the operator's approved curricula, and how does the operator propose to document this training?

C. This Section will answer these questions.

3. BASIC STRUCTURE.

A. The operating rules of parts 121, 135, and 91 subpart K permit operators to use the services of another operator certificated under the same part or a certificated part 142 training center to conduct some or all of their required crewmember training. If approved by the operator's POI, an operator may use the training provider's facilities, equipment, and personnel to varying degrees to accomplish the training, checking, and testing required by their approved/accepted training program.

B. Regardless of who actually developed an operator's training curriculum, the operator is responsible for its approval, oversight, content, and currency. Regulations are very clear regarding an operator's requirement to have appropriate crewmember training programs that support their particular operation. The regulations are also clear concerning the requirement to have these programs approved/accepted by the Administrator. In the case of the operator, this approval is delegated to the operator's POI. In similar fashion, training centers certificated under part 142 are also required to have their curricula approved by the Administrator. For training centers, the approval authority is delegated to the center's TCPM.

C. The following cases are the two most common arrangements that are formed between air carriers and training centers.

(1) Case One - Dry Lease.

(a) The least complicated way in which an operator may use the facilities and equipment of a training center is through a "dry-lease" agreement. In this case, the operator has developed and provides its own approved training curriculum, associated courseware, materials, checklists, procedures, and personnel to conduct training and checking but elects to dry-lease training equipment and facilities from a training center. Associated airman certification functions and proficiency requirements are completed by check airman employed by the carrier (not the training center), the operator's Aircrew Program Designee (APD) or the FAA. Recordkeeping is accomplished by the operator although required training records may be maintained at the training facility if approved by their POI. POIs will make all vital information system (VIS) entries concerning the operator's check airman activities. The operator's POI approves the use of the center's flight training equipment; however, the operator is responsible for ensuring that the center's equipment and facilities continue to meet the standards required to accomplish required training. The training center simply acts as a host for the operator and center personnel are not involved in the training or checking of the operator's crewmembers.

(b) POIs are responsible for providing required surveillance to determine if contracted facilities and training equipment meet the requirements for continued approval. Due to the center's physical location in relation to the POI's office, the POI may request the center's

TCPM provide information concerning the training center facility and equipment as well as assistance in performing required surveillance.

(c) Operators who conduct training in this manner (dry lease) are not outsourcing their training from another training provider and therefore do not require approval for outsourced training in their respective Operations Specification (OpSpec)/Management Specification (MSpec) A031.

(2) Case Two - The training center provides facilities, instructors, and/or evaluators under contract to the operator.

(a) The second most common way operators use the services of part 142 training centers is to enter into an agreement with the center to provide instructors and/or evaluators to act on behalf of the operator in the conduct of the operator's training curricula. In this situation the operator may have developed its own training curricula, hired a consultant to develop their curricula, or adopted the training center's curricula. Regardless of the source of the curricula it must be approved by the operator's POI for their use. However, it is not uncommon for operators to submit one of the center's core or specialty curriculums, without revision, to their POI for approval. To determine if this is possible, the operator must conduct a detailed comparison and analysis of the center's curriculum, courseware, procedures, equipment, and personnel to determine if the training center's curricula will meet their operational needs. If the operator determines that the center's curricula will meet their needs, they may submit it to their POI for approval. If the POI accepts the submitted curriculum and grants approval, the curriculum becomes a part of the operator's approved program and in effect becomes the operator's curricula. This trend is particularly evident among part 135 and new entrant part 121 operators for whom a complete in-house pilot qualification program using modern flight simulation devices often entails prohibitive costs and logistics.

(b) Training center personnel (flight instructors) conducting flight training activities for an operator must be trained and qualified in accordance with the air carrier's approved program to become eligible to conduct training under the air carrier's approved curriculum (§ 121.412 and 121.414 or § 135.338 and 135.340 as appropriate). If an air carrier wishes to have the center provide flight checking or testing services, they must ensure nominated individuals are trained and qualified as a check airman in accordance with the operator's approved training program (§ 121.411 and 121.413 or § 135.337 and 135.339 as appropriate).

(c) The operator's training records may be maintained by the center if approved by the POI. However, the responsibility for the adequacy of the records remains with the operator, not the training center.

(d) If the operator's POI authorized one or more of the center's personnel to act as a contract check airman, the center's TCPM must be notified as all required vital information system (VIS) entries for center employees are maintained by the TCPM. In this situation the TCPM would make all contract check airman entries in VIS. This will prevent double entry of required data. If check airman services are being provided by the air carrier's employees, as outlined in case one, then required VIS entries will be made by the POI. The only time the POI does not enter check airman activities is when the individual is employed by the training center and is acting as a contract check airman for the operator.

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(e) The POI must be assured that the center's facilities and equipment are adequate to conduct the training as specified in the training program. The center's TCPM is the POI's best source of information to enable him/her to make that determination and assist in surveillance activities.

(f) Operators who wish to engage a training center to accomplish the aircraft-specific training modules of their curricula create special surveillance requirements. The division of an operator's required training between the operator and a training center creates a unique record keeping situation as well as specialized training for the center instructors. POIs must be extremely vigilant in determining that all elements of the operator's program are being completed by each party. POIs should communicate regularly with the training center's TCPM and are encouraged to request assistance with surveillance of the operator's activities at the training center. The TCPM's assistance will typically afford the POI greater flexibility and a higher level of surveillance than would normally be possible without the TCPM's assistance.

4. PART 142 APPROVED CURRICULUMS. A short review of the various types of training center curriculums and their approval process will assist with our understanding of the appropriateness of these curriculums for use by an air carrier/operator. It is important to emphasize that a center's approved curricula may not be used by an air carrier/operator without first being evaluated by the operator for appropriateness and secondly, being approved/accepted for use by the operator's POI.

A. Core Curriculum.

(1) A core curriculum is a training center-developed course that is approved by the Administrator (through the TCPM) for the purpose of meeting the training and certification requirements of airman under parts 61 and/or 63. (Reference part 142.3)

(2) In order for a training course to be approved as a core curriculum it must:

(a) Meet the applicable requirements of part 142, subpart B and part 61/63;

(b) Contain all the events and maneuvers required by the appropriate Practical Test Standards (PTS) for the issuance of the particular airman certificate for which the curricula was designed;

(c) Meet the requirements of the Flight Standardization Board (FSB) report for that specific aircraft;

(d) Consist of training segments that identify training and testing requirements for the issuance of a particular certificate;

(e) Follow the guidance in Order 8400.10, volume 3 concerning ground and flight training threshold hours; and

(f) Include maneuver descriptions, standard operating procedures, checklists, and other supporting courseware.

(3) Part 142 pilot training curriculums are designed to meet the certification requirements of part 61 and therefore do not include many of the operator-specific elements required by the operating rules associated with an air carrier. For example, a part 142 core curricula does not require a training center to specify the training that is normally found in an operator's Operations Specifications, such as authorized takeoff or landing minima, types of authorized approaches, and captain high minimum requirements. Additionally, ground training in hazardous material, security, aircraft maintenance log book procedures, flight following, etc., is also not required to be a part of a part 142 training centers core curricula. A sample part 142 core curriculum may be found on AFS-250's Part [142 Training Center](#) web site. Although a training center's part 142-approved core curricula *may* meet the *aircraft specific* requirements for an operator; these curriculums do not qualify operator's pilots for line operations and may not be used by an operator without the specific approval of the operator's POI.

B. Specialty Curriculum. This term refers to courses that are designed to satisfy a particular requirement of 14 CFR Chapter I (parts 1–199), other than airman certification under parts 61 and 63. The Administrator (through the TCPM) is authorized to approve specialty curricula for use by a training center and, if appropriate, associated satellite and/or remote sites (reference section 142.3). Training centers often develop specialty curricula to meet the specific needs of a particular customer. Some examples of specialty curricula include, but are not limited to, long-range navigation, Category II/III authorization, equipment differences training, night vision goggles, etc. Specialty curriculums can vary widely in focus and subject matter and may be developed for personnel other than flight crewmembers (reference section 142.81). The approval of specialty curricula or courses by a training center's TCPM does not enable that curricula or course to be used by an operator without the specific approval of the operator's POI.

5. ROLES, RESPONSIBILITIES, AND COORDINATION. The safety, efficiency, and quality of training provided by training centers, through the use of structured programs and advanced simulation devices, has proven to be an effective and economical means for some operators to accomplish required training. Consequently, a number of operators have come to rely on part 142 training centers as a source of technical expertise and as their primary training provider. As the use of approved training centers continues to expand, it becomes increasingly important to understand the roles, responsibilities, and coordination activities required of each participant. Paragraphs A through D below are provided to emphasize the regulatory roles and responsibilities, as well as the coordination required between operators and training centers when an operator is using a training center to conduct a portion of their required training program. Paragraphs A through D do not focus on day-to-day activities associated with the surveillance of training centers or operators outside of the context and scope of this section. It is presumed that these activities are being conducted in accordance with the guidance located elsewhere in this chapter, associated regulations, orders, and policy guidance.

A. Air Operators. The regulatory responsibility for ensuring that an operator's training program remains current and continues to meet the operator's needs resides with the operator, not the training provider. When an operator makes application to use the services of an authorized training provider they must:

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(1) Ensure that all training, testing, and/or checking to be conducted by the training center has been approved by the POI before any training is accomplished;

(2) Develop an Instructor/Check Airman Standardization Program including a checklist, which clearly identifies those elements of the operator's program that are to be completed by the training center and those that are to be completed by the operator. This checklist must specifically identify each training element that will be conducted by the center and include the regulatory and/or the training program reference for each item.

NOTE: A sample Instructor/Check Airman Standardization Program may be found on the AFS-250, Part [142 Training Center](#) web site. The sample program is designed to be all inclusive and therefore not every item covered in the sample may be applicable to all operators. The sample is intended to be comprehensive and include sufficient detail to ensure the training provider has an accurate understanding of the operator's training requirements. The FAA suggests that each subject in the sample standardization program be reviewed with a potential training provider to ensure a complete understanding of each party's role.

(3) Develop an implementation plan to perform oversight of center facilities and personnel engaged in the conduct of the operator's training and associated evaluations. The operator's implementation plan must:

(a) Ensure that all training center personnel selected to act as instructors (both ground and flight) and/or check airmen are appropriately trained and qualified. Flight instructors and/or check airmen must be qualified in accordance with the operator's approved program. (Reference § 91.1089, 91.1093, 121.411, through 121.413 and 135.337, through 135.339 as appropriate.)

NOTE: Operators must complete a detailed comparison between their check airman curricula and that of the training centers' TCE curricula to determine what, if any, additional training must be provided to qualify the center's personnel to act as a contract check airman. Elements of the center's instructor/TCE training curricula that the operator finds equivalent to their training program may, with the POI's approval, be credited toward the completion of the operator's instructor/check airmen curricula. If the center's curriculum is approved as meeting the requirements of the operator's curricula, other than the operator specific items, no additional training for the center's personnel would be required. Any differences or deficiencies noted will require the operator to develop a training module to ensure all regulatory requirements are met and to qualify the center's personnel as contract check airman. This module that includes the operator-specific subjects must be presented to the operator's POI for approval/acceptance. AFS-250's Part [142 Training Center](#) web site contains an Equivalent Training and Continued Qualification Requirements Table that provides guidelines for determining equivalency of training between various operating regulations and part 142.

(b) Provide the center with appropriate administration procedures and instructions to be used in the accomplishment of agreed training.

(c) Provide for the oversight of all contract center personnel who are authorized to conduct training, testing, and/or checking on behalf of the operator.

(4) Additionally, the following procedures shall be followed when requesting the use of center personnel to become qualified as contract check airmen:

NOTE: These procedures follow the guidance outlined in Order 8400.10, volume 3, chapter 3 and should be accomplished in the order shown.

(a) Evaluate the instructor's/TCE's credentials to ensure he/she meets company requirements to become a check airman;

(b) Evaluate the individual's training record to determine the differences training required to qualify the individual as a contract check airman;

(c) Develop an appropriate training differences module(s) to qualify the center's instructor/TCE as a contract check airman and submit the training module to the POI for acceptance/approval; and

(d) Conduct and record appropriate check airman training; submit the individual's name, short resume, and training records to the POI for review and approval in accordance with Order 8400.1, volume 3, chapter 3.

NOTE: POIs should notify the center's TCPM whenever they authorize one of the center's personnel to act as a contract check airman by forwarding the TCPM a copy of the contract check airmen's Letter of Authority (LOA).

(5) Coordinate the approval of Simulator Inoperative Component Guide(s) (SICG) and associated training devices (FTDs and simulators) that will be used in support of the operator's curriculum.

NOTE: If the center is going to provide a simulator or use a simulator in the conduct of an operator's training program, the operator may wish to submit the center's SICG for approval. Training centers typically have SICGs for each of the simulators in its center(s). These guides permit training to be accomplished with certain simulator components inoperative, provided the particular component is not required for the training that is being conducted. If a SICG is not going to be used, all of the simulator components must be operable for each training session. AFS-250's Part 142 Training Center web site contains guidance for the development of a SICG.

B. Principal Operations Inspectors (POI).

(1) When an operator requests the use of a training center's facilities, training devices, curricula (core and/or specialty), flight instructors, TCEs, and/or other services, including

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recordkeeping, the POI is responsible for determining the operator's request conforms to the appropriate regulations, policies, and procedures.

(2) The approval authority for an operator to conduct training at a training center resides with the operator's POI, and shall conform to the training program approval process outlined in Order 8400.10, Volume 3, Chapter 2. If an operator wishes to use a training center's core and/or specialty curriculums to meet a portion of their required training program, it is the operators' responsibility to ensure:

(a) The center's curriculums/courses meet the operator's training requirements.

(b) The curriculums are submitted to the operator's POI for review and approval in accordance with the procedures outlined in Order 8400.10, Volume 3.

(c) The curriculums are integrated into the operators training program.

NOTE: If the curricula are approved for the operator's use, these curricula now become a portion of the operator's approved training program, and the maintenance/currency of those curriculum(s) becomes the responsibility of the operator, not the training center.

(3) If an operator applies to have the same training curriculum conducted by two or more centers (either operated by the same or a different training provider/company), the operator must develop an implementation plan for each center and ensure that each of the approved centers conducts their training curricula using the operator's approved training curriculum (including maneuvers, procedures, and checklists). Additionally, each center must be specifically approved for use by the POI and listed in the operator's OpSpec/MSpec A031. It is the responsibility of the operator to ensure that all required software and hardware approved to support the subject curriculum is available and used by each center during the delivery of their training curricula. See subparagraph 5D, Air Carrier Training at Multiple Training Centers, for additional guidance.

NOTE: POIs should notify the center's TCPM whenever they authorize one of the center's personnel to act as a contract check airman. This may be accomplished by forwarding the TCPM a copy of the check airmen's Letter of Authority (LOA). POIs are encouraged to contact the center's TCPM for assistance with the review and potential approval of a contract check airman. TCPMs are often the POI's best source of information relating to a center's operation and personnel. A sample contract check airman LOA is located on AFS-250's Part 142 Training Center web site.

(4) Approval of provider's personnel as contract instructors and/or contract check airman for use by the operator. When an operator requests the use of a training provider's personnel to conduct a portion of their required training it is the operator's responsibility to ensure those individuals are qualified to conduct the subject training. Prior to authorizing a center's flight instructors or TCE(s) to conduct any portion of an operator's training, the operator must qualify each individual in accordance with the training and testing requirements of their

operating rule and provide sufficient evidence of such training and checking to the POI for review and approval. See Subparagraph 6 in this section for guidance on the approval of contract instructors and/or contract check airmen.

(5) Required observations. Sections 121.414(a)(2) and 135.340(a)(2) require an observation of each authorized flight instructor to be accomplished at least once in every 24 months. Sections 121.413(a)(2) and 135.339(a)(2) require an observation of each simulator check airman and each aircraft check airman to be accomplished at least once in every 24 months. Similar requirements for flight instructors and evaluators at training centers are contained in 14 CFR part 142, § 142.53(a)(1) and 142.55(a)(2). However, part 142 requires an observation to be conducted at least once every 12 months.

(a) The intent of the regulations noted above is to ensure standardization of each operator's training program by performing periodic observations of each flight instructor and check airman. The observations focus on the individual's performance in conducting a representative part of a curriculum or training program approved for that operator.

(b) Observations of contract flight instructors may be conducted by an approved check airman, by a designated examiner employed by the operator, or by an FAA inspector. Observations of contract check airmen may be conducted by a designated examiner employed by the operator, or by an FAA inspector. Whether conducting its own training or contracting for training with a training provider, each operator must ensure that all required observations are accomplished and documented. A training center's part 142 observations of their flight instructors may meet the requirements for the center under part 142, but do not meet the requirements for an air carrier under part 121 or part 135. Such an observation might be acceptable for a portion of an operator's requirement under the following conditions:

i. When the training curriculum or curriculum segment conducted by the training center is essentially the same as that of the operator.

NOTE: Training program components may be viewed as “essentially the same” when they comprise identical checklists, operational procedures, and call-outs, and cockpit layouts and flight manuals which are compatible in the judgment of the operator's POI. Training program components, which relate to like-aircraft types, are considered dissimilar when they do not meet the criterion for “essentially the same”. When differences are too pronounced or too numerous in the judgment of the POI, cockpit layouts and flight manuals shall not be viewed as compatible.

ii. When the observation is acceptable to the operator's POI.

(c) An observation conducted by the FAA is always permissible instead of an observation conducted by an approved check airman or by a designated examiner employed by the operator. An observation by an FAA inspector counts toward the observation requirements of all operators contracting for training program services provided by a training center. POIs and TCPMs may conduct an observation at any time at their discretion. It is anticipated that operators and training centers will exchange information regarding observations of their

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instructors. However, it is the responsibility of the operator to ensure that all required observations are kept current and are documented.

(d) The observation requirements for instructors and evaluators in an air carrier's Advanced Qualification Program (AQP) will be accomplished in accordance with the approved documentation for that program.

(6) Conduct training center surveillance to determine continued compliance with the operator's approved program.

(7) If the operator requests approvals of two or more centers, determine that all training, testing, and checking is conducted using the operator's approved curricula. To ensure standardized training for all of the operator's crewmembers, it is essential that, before authorizing multiple sources of training, the operator provides the POI with a surveillance plan to ensure continued compliance with their approved curricula by all centers. Each authorized training center must conduct the operator's curricula as approved by the operator's POI and be alike in content, training times, maneuvers descriptions, procedures, checklists, and training devices. **Crewmember training using differing curricula for the same aircraft is NOT acceptable.** If a training center is providing the same training program to two or more operators at the same center, it may be permissible (with the operator's permission) to interchange crewmembers during the flight training phase. This may only be accomplished providing the individual operator's training curricula are essentially similar, including aircraft checklist, flows, emergency procedures, and profiles. In this example, two separate but identical programs are being accomplished simultaneously. It is important to ensure that operators may only have one approved training curriculum for each series of aircraft they operate.

NOTE: Part 135 on-demand and single pilot operations only: POIs may accept an evaluation given by another company's check airman if the training and checking modules are essentially the same. In this situation, the evaluator may photo copy the evaluation form and provide each company with a copy that may be placed in the respective crewmember's file.

(8) Determine that simulators and/or flight training devices are appropriate to, and representative of, the aircraft being operated by the air carrier. Flight training equipment must be specifically qualified and approved for the operator's use, as well as each maneuver, procedure, or crewmember function to be trained.

(9) Each training facility must be authorized and listed in the operator's OpSpec/MSpec A031 – Authorization to Make Arrangements with Training Center(s), Air Agencies, and/or Other Organization(s) for Certificate Holder Training.

(10) Review the operator's Instructor/Check Airman Standardization program.

NOTE: A sample Instructor/Check Airman Standardization program can be found on AFS-250's Part 142 Training Center web site.

(11) Review the operator's training center audit program.

NOTE: Many of the training centers used by operators are located in areas apart from the operator's primary operations base and are often outside of the geographical area of its assigned certificate holding district office (CHDO). This makes routine surveillance of the training center difficult for POIs and increases the coordination necessary between the CHDO and the FAA office with geographical oversight responsibilities. Under these conditions, it is very important that the POI and TCPM work closely to ensure adequate surveillance of the operator's approved training facilities, equipment, and curricula.

(12) Airman training records. Ensure that required airman records meet regulatory requirements. If requested by the operator the POI may permit the training provider to maintain the operator's crewmember training records. However, the operator must be advised that they (operator) remain responsible for the security, accuracy, and availability of all required records. Permitting a training center to maintain operator's records does not relieve the POI of required check airman/APD tracking requirements outlined elsewhere in this order or CMO office policies.

C. Training Center Program Managers (TCPM). From time to time, TCPMs may be called upon to assist a POI whose operator is using the services of a training center. The TCPM's firsthand knowledge of center personnel, facilities, equipment, and curricula is a valuable resource that POIs have come to rely on. This knowledge enables TCPMs to:

(1) Provide the POI information regarding the status and approval level of simulators, FTDs, and the installed equipment used by center instructors and TCEs;

(2) Assist the POI by providing technical information regarding the center's curriculum, training devices, and facilities;

NOTE: TCPMs should advise the POI of any status change involving an instructor or TCE that is also approved as a contract check airman for an operator.

(3) Assist the POI with the evaluation of TCEs or other training center personnel nominated by the operator to become contract check airmen or flight instructors. The procedures outlined in Order 8400.10, volume 3, chapter 3, will be followed when evaluating center personnel as potential contract check airman candidates.

(4) *Assist the POI with required surveillance activities including;

(a) Potential contract check airmen;

(b) Observing contract check airman during the evaluation of the operator's airman to ensure evaluations are objective, accurate, and consistent with the operator's program;

(c) Evaluation of required crewmember training records that were authorized to be maintained by the training center; and

(d) Other surveillance activities appropriate to the operator's activities at the training center.

***NOTE: In all cases, the TCPM's assistance is subject to the CMO's workload requirements.**

D. Training Center(s). A training center's roles, responsibilities, and coordination activities include:

(1) Participating in the operator's Instructor/Check Airman Standardization Program to ensure there is a clear understanding between the center and the operator of exactly what portions (by regulation) of the operator's approved curricula the center will be conducting;

(2) Ensuring the operator has received approval from their POI to use center facilities and personnel in the conduct of their approved curricula;

(3) Establishing a naming convention that will enable operator-approved curricula/courses to be distinguished from center-approved curricula. Operator programs are NOT to be referred to as core or specialty, as these terms are only appropriate for TCPM-approved center curricula/courses;

NOTE: Training centers are not required to list operator names or the operator curricula/courses in the center's training specifications. Only the center's TCPM-approved core or specialty curricula/courses are required to be listed in the center's training specifications.

(4) Ensuring that all center personnel used to instruct and/or check on behalf of the operator have been appropriately trained, evaluated, and authorized in accordance with the operator's approved curricula to conduct such activities. This training must include, at a minimum, training in all portions of the operator's curricula for which the contract instructors/check airman are assigned to conduct on behalf of the operator;

(5) Ensuring that sufficient contract instructors are qualified to support the operator's training agreement and requirements;

(6) Recommending (not qualifying) center personnel as potential contract check airman. The center must ensure recommended individuals:

(a) Have completed the center's approved instructor training program; and

(b) Are currently qualified and actively participating in one or more of the center's core curriculums appropriate to the operator's needs;

(7) Maintaining the center's simulators and flight training devices in accordance with their qualification standards.

NOTE: If a simulator component inoperative guide (SCIG) has been developed for a particular simulator, and the training agreement with an

operator includes simulator training, make sure the SCIG has been approved for operator's use.

(8) Advising the operator whenever flight training equipment fails to meet required qualification standards and/or when maintenance problems will restrict training;

(9) Ensuring required training records are appropriately maintained and remain readily available to both the Administrator and operator;

NOTE: Crew pairing policies and procedures may be found on AFS-250's Part 142 Training Center web site.

(10) Ensuring crew pairing policies and procedures are adhered to as it relates to the operator's training and testing/checking; and

(11) Advising operators of any proposed revisions to the center's curriculums that are being used partially or in total by the operator.

6. OUTSOURCED TRAINING PROVIDER APPROVAL PROCESS.

A. Application to outsource required crewmember training.

(1) Operators requesting approval to outsource a portion of their required flight crewmember training must submit an application in a form and manner prescribed by the Administrator. The application must contain sufficient detail to enable the Administrator to evaluate the applicant's request. Applications must be submitted a minimum of 60 days prior to the proposed training and contain at least the following information:

- A copy of the initial training center audit including an analysis of the training providers curriculums, courseware, procedures, equipment, facilities, and personnel that will be used in the conduct of the operator's training
- A detailed outline, by regulatory reference, of the training elements proposed to be outsourced
- If center personnel will be used as contract instructors to conduct the operator's training the application must contain an appropriate training module developed to qualify centers instructors/TCEs on the operators curriculum
- If center personnel are being requested to act as contract check airmen the application must contain an appropriate training module developed to qualify centers instructors/TCEs as contract check airman for the operator. (The data required by paragraph B. (4) of this section must also be included)
- A copy of the operator's Instructor/Check Airman Standardization Program

- A copy of the operator's proposed surveillance plan to ensure the center continues to provide the agreed training;
- Proposed method to maintain required crewmember, contract instructors, and contract check airman training records including the methodology proposed to ensure curriculum revisions and an appropriate instructor/check airman read file are maintained
- Other data that the POI may require to evaluate the application

NOTE: A sample application letter is located on AFS-250 Part [142 Training Center](#) web site.

(2) OpSpecs/MSpecs. The approval for an operator to use a part 142 training center or other provider in the conduct of their required training is authorized through the issuance of OpSpec/MSpec A031. OpSpec/MSpec A031 also requires the operator to conduct ongoing audits of the training center/provider to ensure the training center is continuing to provide training and checking in accordance with the operator's approved program. An initial audit must be conducted by the operator and submitted to the POI before any training may be conducted. On-going audits will be conducted at least every 24 months in order for the operator to continue to use the training center/provider. Guidelines for the scope and content of the operator standardization and audit program are located on the AFS-250's [142 Training Center](#) web site. If an operator does not conduct the required 24 month audit, their authorization to use the training center/provider will cease on the last day of the 24th month following their last audit date. Operators may reapply to use the training center/provider by completing the application process outlined in accordance with the provisions of this subsection.

(3) A sample outline of the modules and elements of an operator's curriculum that are typically contracted out to a training center can be found on AFS-250's [142 Training Centers](#) web site. These Curriculum Checklists have been developed to provide a guide line for the operator and center in determining which regulatory requirements the contracted training will be fulfilling.

B. Flight Training Equipment.

(1) In order to receive credit for the use of a simulator or training device, the specific device must be a part of the operator's approved curricula. The subject curricula and training device become a part of the outsourced training audit and must include a comparison of the aircraft being flown by the operator to the flight training equipment available at the training center. The comparison should encompass the make/model/series (and serial number, in some cases) of the aircraft and simulator and include a summary of the flight instrumentation, autopilot, LRN/FMS equipment, aircraft modifications (electrical sys, hydraulic sys, engines, propellers, thrust rev, HUD, etc.) applicable to each. Regulations require that the flight training equipment fully meet the requirements of the operator's training program and accurately represent the make, model, and series of aircraft flown by the operator including installed

equipment. If the equipment available at the training center does not meet all of the training requirements, the operator's program must state how any differences between the aircraft and the simulator or training devices will be addressed and submit an appropriate differences training module.

(2) A TCPM's approval of a center's training devices (FTDs and simulators) for use within the center's approved curriculum does not authorize an operator to use the same devices within the operator's curriculum. The TCPM's approval only ensures that the training devices are approved to conduct the training, testing, and checking permitted under part 142. In order for an operator to use a center's training devices in support of the operator's curriculum, the operator must include the devices in its training program and have the devices approved by its POI. The operator's POI will evaluate the requirements of the operator's program and make a determination concerning the appropriateness of the center's training devices and their qualification as it relates to the operator's curriculum. POIs should request verification of the flight training equipment authorized for use by a training center by contacting the center's TCPM.

(3) To receive training credit for a particular simulator and/or training device, the device must first be qualified by the National Simulator Team (AFS-205) and be assigned a specific level of qualification. TCPMs and POIs may then approve the device for use by a center or operator respectively, by specific maneuver(s), procedure(s), and crewmember function(s). Approval letters are generally issued to operators and centers specifying the device's use within a specific curriculum. A sample simulator letter of approval is located on AFS-250's [142 Training Center](#) web site. Operators are authorized the use of training devices through the inclusion of the device in their training program.

C. Approving a center's core or specialty curriculum for use by an operator.

(1) Training centers often submit programs to their TCPM for approval that are targeted for specific customers and/or operators. However, these curricula must meet part 142 requirements and are either "core" or "specialty" as defined by part 142. Once a curriculum is approved by the TCPM, it is listed in the center's training specifications as either a core or specialty curricula/course. For an operator to use a center-developed curricula it must submit the curricula to its POI for approval. The procedure for approving a center-developed curricula is exactly the same as if the operator had developed the curricula or paid a consultant to develop the curricula. The important point to remember is that when the subject curricula/course is approved by the operator's POI, it becomes part of the operator's approved training program and as it relates to the operator, it ceases to be either a core or specialty curriculum.

(2) Once the subject curricula/course is approved by the operator's POI, the center, when conducting training for the operator, should refer to the subject curriculum by the name given to it by the operator. It is important to note that the training center should not refer to the operator's program as a specialty curriculum. This naming convention is important to clarify oversight and ownership responsibilities for the subject curricula/course. An operator's programs are approved by its POI in accordance with the appropriate operating rule. Training center curricula, both core and specialty, are approved in accordance with part 142. The curricula approved by a TCPM will meet certain training, testing, and checking requirements of airmen certification under part

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61. The flight crewmember requirements of parts 91K, 121 and/or 135 differ in numerous respects to part 61 and the TCPMs approval does not enable an operator to use such curricula without the specific approval of the operator's POI.

(3) In order for an operator to request a training center's approved curriculum to be incorporated into their program, the operator must first complete a comparison between the proposed center's curricula to their approved curricula. This comparison must include a detailed evaluation between their approved curriculum and that of the training center. All differences must be noted and a training module developed to bridge the differences. This training module will be used to qualify the center's instructors and/or TCEs on the operator's curriculum. It is the operator's responsibility to ensure all contract instructors and/or contract check airmen are qualified to conduct the operator's curriculum.

(4) The operator may find that a center's curriculum may be used without change but that there may be minor differences in operating procedures and/or checklists. As part of the standardization and audit process, the operator must determine all differences between their curricula and the center's. If minor differences are found, the POI may authorize the requested training, if the operator develops a suitable briefing guide outlining the differences and documents the instructor training in those areas as part of the training necessary to qualify the center's personnel. Major differences between the curriculums will require specialized differences or complete retraining of the center's personnel. In all cases, the regulations require contract instructors and check airman to be trained in the approved the methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures.

(5) Operators must have training policies and procedures in their operations manuals or training programs that describe their standard operating procedures and their type of operations. At a minimum, operators that apply to outsource a portion of their required crewmember training must have policies and procedures in place that clearly identify the:

(a) Contract instructor's and check airmen's duties, functions, and responsibilities. This portion of the operator's program must clearly define these functions since appropriate regulations require the operator to train and evaluate the effectiveness of these areas.

(b) Standard Operating Procedures, including but not limited to:

- crew coordination and "call-outs"
- maneuvers descriptions and aircraft configuration
- cockpit "flows"
- Checklist procedures
- Autopilot use and crew coordination
- Crew resource management, and
- Approach procedures (including approach charts, crew briefing, EFB use, etc.)

(6) POIs and operators must be aware that training center-approved curriculums are not required to include the operator-specific items required by parts 91 subpart K, 121, or 135

training regulations. Part 142 training center-developed curriculums must be designed to meet the certification items required by parts 61 and/or 63 and associated Practical Test Standards (PTS) requirements. Consequently, part 142 training center curriculums will not comply with the operating rules governing an air carrier and by default do not contain or reference the operator-specific requirements or the limitations/authorizations contained within the operator's OpSpecs/MSpecs.

(7) Table 7-1 provides an illustration of the differences that normally occur when an operator completes a comparison and evaluation of a weight and balance training module that was designed for a part 142 training center against one designed for an air carrier. The table also illustrates the complexities typically encountered by an operator when conducting a curriculum comparison between their approved training program and that of a training center.

(8) Column A in table 3-17-7-1 lists the elements normally associated with an approved part 142 weight and balance training module. Column B represents a typical part 135 weight and balance training module. These differences are a result of the requirements of section 135.293 (a)(3) which require operators to train and check their pilots on their (the operator's) method of determining compliance with weight and balance limitations. Part 142 requires the center's curriculum to comply with section 61.155 (c)(9) which is typically modeled after the manufacture's procedures. When confronted with these differences, an operator must decide to either:

(a) Train and qualify the center's instructors to enable them to conduct the operators approved WT and Balance training module, or

(b) Providing there is no negative training involved, permit the center to conduct the manufacture's weight and balance training and then conduct a specialized course designed to cover the differences between the center's curricula and that of the operator. If the operator chooses to permit the center to conduct the center's weight and balance module, the operator would then be required to convene a separate instructional period to train and test the differences between the center's curricula and it (operator's) weight and balance curricula. This differences training would be required prior to releasing any crewmember for line operations.

(c) As mentioned in option (a), the operator could elect to provide weight and balance training to one of the center's instructors in those elements of their curricula that are different from the center's curriculum. It would then be possible for the qualified instructor to conduct the entire weight and balance module for the operator's crewmembers. However, without specified training in the operator's procedures, the center may only be authorized to provide training and testing in those subjects that are part of the center's curriculum (lines 1-4). In either case, operators must develop a quality control program that will ensure all of their curricula is conducted in accordance with their approved procedures and conducted by qualified individuals. The Instructor /Check Airman Standardization Program located on AFS-250s [142 Training Center](#) web site has been designed to provide assistance in this area.

TABLE 3-17-7-1.

Sample – Weight and Balance Curriculum Module Comparison Chart

	A.	B.	C.
	PART 142 - MODULE AND ELEMENTS [§ 61.155 (c)(9)]	Part 135 - Module & Elements [§ 135.293 (a)(3)]	Equivalent Training
	Training Center's Curriculum	Operator's Curriculum	Yes/No
1	Aircraft Manufacturers Weight & Balance Procedures (AFM)	Aircraft Manufacturers Weight & Balance Procedures (AFM)	
2	Definitions	Definitions	
3	Limitations	Limitations	
4	Load Shift/Fuel Management and Use	Load Shift/Fuel Management and Use	
5		Operations Specifications (Paragraph A96, A97, A98)	No
6		FAA Advisory Circular AC 120.27E	No
7		Carry on Baggage identification and load and storage	No
8		Passenger Weight determination – average, surveyed, actual	No
9		Baggage/cargo weight determination	No
10		Cabin Configuration and loading	No
11		Baggage Compartment loading and security	No
12		Air Carrier Computation method (computer)	No
13		Manifest preparation	No
14	Testing Module	Testing Module	

Line Item Number:

1: topic should comply with the operator's approved curriculum. Differences evaluation required.

2 through 4: topic may comply with the operator's approved curriculum. Differences evaluation required.

5 through 13: topic does not conform to the operators curriculum.

14: Applicable to the particular curriculum. Differences evaluation required.

(9) The curriculum an operator submits for approval to its POI must contain sufficient detail to assure all required training is being accomplished. The operator is responsible for submitting the subject curriculum to its POI for review, approval, and subsequent inclusion in its training program, before any training may be accomplished.

(10) Regulatory Compliance and Training Source Document. This document will be jointly developed by the training provider and the operator, and will specify the division of all required training and testing (or checking) tasks between the training provider and the operator. (Other equivalent methods that specify the division of tasks may be acceptable.) The operator bears the primary responsibility to ensure that all ground training required by their specific operating rule is conducted and appropriately evaluated. The POI's oversight responsibility is to ensure that the operator's compliance efforts are satisfactory. The POI should check sign-offs (certifications) of ground training and all testing for completeness, and should cross-check those sign-offs against the source document showing the division of tasks. For example, part 135 operators must ensure the training required by section 135.345 is conducted and all subjects required by section 135.293, section 135.297, and section 135.299 are evaluated. A properly executed Standardization Document between the operator and the training provider will provide guidance to both parties concerning the training and testing/checking obligations for each party. A sample Instructor/Check Airman Standardization Program is located on AFS-250's part [142 Training Center](#) web site.

NOTE: Training centers are not certificated as air carriers or commercial operators and are not issued OpSpecs/MSpecs. The operator-specific requirements of an air carrier's operating regulations make it impossible for a part 142 training center to have a training curricula approved under those regulations. TCPMs may only approve training center curriculums that comply with part 142. Training centers may develop curricula that are designed to comply with the operating rules of an air carrier; however, the curriculum cannot be approved as "meeting" the requirements of those parts. Training center instructors and evaluators are likewise qualified in accordance with a center's approved curricula and therefore cannot conduct an air operator's training without first being qualified by an air operator before conducting any of the operator's required training. (Reference part 91, sections 91.1075, 91.1089, and 91.1093; part 121 sections 121.411 through 121.414; part 135, section 135.337 through 135.310). Depending on the content of a particular center's instructor/TCE training curricula, an operator may be able to credit a portion of the center-provided training as meeting some of their required instructor/check airman training requirements.

(11) An example of a Sample Curriculum and Curriculum approval Checklist is located on the AFS-250's part [142 Training Center](#) web site. The site also contains two charts, one representing part 121 PIC training requirements and the other representing part 135 PIC training requirements. These charts provide a graphic depiction of the regulatory training requirements necessary to qualify an individual as a PIC for an air carrier.

(12) Revisions to a center's core or specialty curricula that were also used, as the basis of an operator's training curricula training does not automatically create a revision in the operators approved course. When a center revises one of the curriculums that originally formed the basis of an operator's submission to their POI, they should advise the operator of the proposed revision. Additionally, the center should advise the operator of all revisions made to curriculums that are similar to or mirror one of the operator's approved curricula. However, the adoption of such changes is subject to the operator's evaluation and approval by its POI. Center revisions that are considered appropriate for the operator's program may be incorporated by the operator if approved by the operator's POI. Likewise, the operator may make changes to its curricula, in which case they must notify the center and ensure that all contract instructors and check airman are trained in the new procedures (differences). Operators must be especially vigilant to ensure that changes to the training center's core or specialty curricula do not affect the training they receive.

D. Air Carrier Training At Multiple Training Centers.

(1) Occasionally, an air carrier will request that training be conducted at two or more training centers. These centers may be owned by the same parent company, satellite centers of the same certificate holder, or may be training centers operated by different companies. It is common practice for training centers operated by different owners/companies to take varied approaches to curriculum design and development for the same aircraft M/M/S. These differences often include training equipment, training hours, maneuvers description, operating procedures, and checklists. When evaluated individually each variant may be perfectly acceptable for the specific aircraft; however, as training products for an air carrier these differences, although subtle, are not consistent with the standardization requirements demanded by air carrier regulations. To ensure standardized training is provided, it is essential that before authorizing the use of multiple sources of training, the air carrier and subsequently the POI determine that the same curriculum and syllabus, including courseware, flight training equipment, maneuver descriptions, procedures, checklists, etc., will be conducted by each provider.

(2) Subtle differences between or among training provider's centers may not create standardization difficulties to non-certificated operators. However, since air operators are required to have their own approved/accepted programs, differing curricula between or among training providers is not authorized. Additionally, an operator is only permitted to have one training program/curriculum for each aircraft type in its fleet; therefore, training conducted by different centers will present a standardization problem if not properly monitored and managed by the operator.

(3) To qualify a center's personnel to conduct an operator's training curricula requires the operator to conduct an evaluation of the center's curricula to determine what, if any, differences exist between the two and provide center instructors and evaluators training in those differences. This process must be repeated for each center authorized to conduct training for the operator. If a contract check airman is requested, the additional training appropriate to the operator's check airmen training will also have to be completed.

(4) If POIs have reason to believe that multiple centers can provide the quality training

required by the operator's approved curriculum, they may authorize two or more facilities or training companies to conduct the subject training. However, if the POI suspects that an operator's curriculum cannot be adequately presented at multiple centers due to differing delivery methods, FTDs, simulators, training hours, maneuver descriptions, qualified personnel, etc., and/or the operator's ability to adequately monitor and audit the training being provided, the POI and the operator have the responsibility to limit the number of training providers.

E. Training Policy and Procedures.

(1) Operators are required to develop and document, as part of their approved program, adequate procedures and policies to ensure all training providers conduct the operator's crewmember training as approved. These procedures may be part of the operator's manual that is used by the certificate holder's flight personnel in conducting its operations and/or contained in the operator's approved/accepted training program.

(2) Operators must establish training policies and procedures to ensure crew members are trained and evaluated in accordance with the policies and procedures that represent the manner in which it conducts its aircraft operations. It is unacceptable to have differences between training/checking and actual aircraft operations or between individual crewmembers.

(3) POIs are not to approve requests for outsourced training unless the operator's program contains appropriate policies and procedures to ensure standardizing training is conducted by the authorized training provider(s).

NOTE: Operators must ensure that approved training providers are provided at least one copy of their operating manual(s), including the revision service for such manuals, which cover the particular areas that the training provider has been approved to conduct. The operator must also ensure the training provider maintains a "read file" specific to the operator that is available to all contract instructors, contract check airmen, and the operator's crew members. This read file shall contain information pertinent to their flight operations and crew member operating procedures. See Instructor/Check Airman Standardization Program on AFS-250's [142 Training Center](#) web site for additional information.

(4) An operator that determines a center-developed curriculum is suitable for its use must receive its POI's approval to integrate the subject curriculum into its training program. See Subparagraph 6. C. of this Section for policies and procedures for the integration of a center's curriculum into an operator's program.

(5) Crew pairing and class composition.

(a) Crewmembers employed by certificated operators **MUST** be trained and checked in accordance with that operator's approved program.

(b) With respect to an operator's flight training curriculum segments, only pilots from the same operator should be paired together for training and testing/checking. In some

cases, an operator may not be able to assign a complete crew to attend required training. It is therefore essential that the operator have training policies and procedures to standardize and monitor who can train together during system integration training, flight training, and testing/checking. Since training and operating requirements may be different between organizations or pilots, scheduling a crewmember to train with another person that is not familiar with air carrier requirements, operating procedures, checklists, crew duties, etc., will not be productive. In the absence of other guidance, the training provider is required to supply a current and qualified crewmember to occupy the vacant crewmember position. The POI and operator must assure that the proper crew pairing will be accomplished when air carrier training is being conducted at a training center before outsourced training will be approved.

NOTE: Crew pairing requirements for flight training are detailed on AFS-250's [142 Training Center](#) web site.

(6) Checklist usage.

(a) Certificated operators with approved or accepted checklists are required by regulation to use their approved/accepted checklists for all training and testing/checking.

(b) Checklist policy and procedures for part 91 and/or un-certificated operators

may be found on AFS-250's [142 Training Center](#) web site.

F. Recordkeeping.

(1) Regulations require an operator to maintain training and qualification records for each crewmember, flight instructor, and check airman. This requirement includes contract instructors and contract check airmen employed by training providers that are authorized to provide training and checking for the operator. The means and methodology of maintaining required crewmember records must include an acceptable process to record training, checking, and qualifications of the operator's crew member training conducted by an outsourced training provider. The operator's training program should contain a description of their record keeping system as well as describing what records are to be used to comply with each regulatory requirement. If the operator wishes to use an electronic record keeping system, AC 120-78 provides guidance for the evaluation and approval of these systems.

(2) Operators and training providers must establish and document procedures to ensure they have a clear understanding of their individual responsibilities for complying with required training and testing/checking record keeping requirements. These procedures must include identification of responsible personnel and approved location(s) where specific records will be maintained.

(3) Training conducted by center personnel must be documented in accordance with the operator's approved system. Center personnel acting as contract instructors and/or contract check airman for the operator must also be trained in the operator's records system.

(4) Training centers are not required by part 142 to maintain an air carrier's crewmember training records when the training was accomplished in accordance with the operator's approved program. Training centers are only required to maintain the records required to support the training accomplished under part 142 that leads to airman certification or proficiency required by

parts 61 or 63. Technically, an operator's crewmembers are not trained and evaluated in accordance with part 142. They are trained and evaluated in accordance with the operator's operating regulations and approved curriculums and therefore the responsibility for record maintenance remains with the operator. Training centers that have been authorized to provide training for an operator are considered to be an integral part of that operator's training program. In that context, FAA policy permits the center to be used as a suitable location for required records if approved by the operator's POI. Many training centers provide a large portion of an operator's training and in some cases are the sole providers of such training, which may make the center a logical location for such records.

(5) Part 142 requires training centers to maintain the training records of their instructors and TCEs. When these individuals are also approved as contract instructors and/or contract check airman for an operator, it may also make sense for the operator to have its instructor and/or check airmen records maintained by the center. It is, however, the responsibility of the operator to ensure that all crewmember records are readily available for inspection as required by applicable regulations.

(6) Operators must ensure that training records developed and maintained by their training providers are available in a timely manner. Records of crewmember training and checking are required to be furnished to the operator upon completion (within 24 hours) of any training and/or checking in order to enable the operator to determine qualifications for crew assignment(s). Training and qualification records for contract instructors and contract check airman must also be made readily available to the operator.

(7) In many cases, the TCPM will be the best qualified individual to assist the POI with required inspections, proficiency checks, and observations of assigned operators. Properly maintained records will also enable the TCPM and training centers to provide information on instructors and TCEs to other operators that may need instructor and evaluator assistance.

(8) A TCE who is authorized as a contract check airman may be approved by one or more POIs to conduct checks for multiple operators that have contracted with a training center. This typically occurs when multiple operators have been approved to use one of the center's developed curriculums and therefore are being trained and qualified using essentially the same curricula. Although not required, training centers that maintain contract check airman records for operators may be a good source of information for other operators who are evaluating center personnel as potential contract check airman.

(9) As part of the center's record system, the center must have a process whereby they will keep the operator apprised of all training or checking being conducted on the operator's behalf. Additionally, the center must notify the operator within 24 hours if there is a job functions status change with a TCE or instructor who is also a contract check airman or flight instructor for the operator that may affect the individual's check airman or instructor status with the operator.

(10) TCPMs are responsible for maintaining VIS information regarding the training center, its instructors, and each training center employee authorized as a contract check airman.

7. REQUIREMENTS TO AUTHORIZE CONTRACT FLIGHT INSTRUCTORS AND/OR CONTRACT CHECK AIRMEN FOR AN AIR OPERATOR.

A. 14 CFR part 91 subpart K section 91.1049, part 121, sections 121.401(a)(4), 121.402(b)(4), part 135, sections 135.323(a)(4) and 135.324(b)(4) require operators to provide enough flight instructors and check airmen to conduct the flight training and flight checks required by the applicable operating rules.

(1) The determination of a “sufficient” number of contract check airman and instructors for a particular operator will require a careful evaluation of:

- Number of aircrew program designees employed by the operator
- Geographic location with respect to available FAA surveillance and available training providers
- Surveillance and supervision capability of the operator
- Availability of simulators and location relative to the operators crewmember domiciles, and
- Operators required crewmember training and evaluation work load

(2) There is no fixed formula that will definitively answer this question. However, an equitable balance between the operator’s ability to provide required management oversight and surveillance while meeting their evaluation requirements, *without compromising standardization or safety*, is a primary concern.

B. The qualification and training requirements for individuals to become flight instructors and/or check airmen for an air carrier are outlined in the specific regulations governing the carrier. Specifically, 14 CFR parts 91 subpart K, part 121 subpart N, and/or part 135 subpart H, as appropriate. Training Center instructors and evaluators are trained and qualified under part 142, which does not mirror the instructor and/or check airmen qualification requirements of an air carrier. Although some of the instructor/evaluator training required by part 142 may be considered equivalent to the instructor/check airmen training required by an air carrier, the two currently do not align. The differences between these two regulatory requirements will generate additional training requirements for training center instructors and evaluators that are selected to provide training and checking services for operators.

C. Consider the case of a part 142 training center flight instructor (simulator) who is qualified to provide instruction under the training center’s approved core curriculum for a particular aircraft.

(1) In order to serve as a simulator instructor for an air carrier, the instructor must be trained and qualified to instruct in each training segment, module, or element of the air carrier’s curriculum that they will be responsible for providing to the air carrier’s crewmembers. A qualified training center instructor would not necessarily have to complete the carrier’s *entire*

approved training program or curricula provided:

(a) They had previously received the same training, proficiency/competency checks, and observations in the same M/M/S aircraft for another air carrier operating under the same part; or

(b) Were limited to conducting only the training elements of the operator's curriculum that they were specifically trained and qualified to conduct.

(2) Situations where an air carrier adopts a training center's core or specialty curriculum(s) and the POI approves them as part of the air carrier's training program would also mitigate some of the training required by the operator to qualify the subject instructor. In this situation the only training that the air carrier would be required to provide the center's instructor(s) would be limited to any differences that exist between the training center's curriculum(s) (as approved by the TCPM) and the air carrier's approved training curriculum (as approved by the carrier's POI).

NOTE: It must be emphasized that in such cases, it is the *air carrier's* responsibility to identify each difference between the carrier's approved training curriculum (including curriculum content, checklists, and procedures) and the training center's curriculum. The air carrier must then develop and provide their POI a training module to qualify the center's personnel on all noted differences.

(3) The air carrier's POI has the responsibility to determine if the manner and method proposed by the air carrier to train and qualify the center's personnel on curriculum differences, will meet the operator's training requirements.

D. Contract Check Airmen. In addition to the instructor qualification and testing requirements outlined in paragraphs B and C above, operators must accomplish the following to qualify as a contract check airman:

- Evaluate the instructor's/TCE's credentials to ensure he/she meets company requirements to become a contract check airmen

NOTE: Individuals must have at least one year experience as a center instructor or TCE in the make and model aircraft in order to be considered as a contract check airmen for an operator. POIs are encouraged to contact the center's TCPM for assistance with the review and potential approval of contract check airman. TCPMs are often the POI's best source of information relating to a center's operation and personnel.

- Evaluate the center's instructor and TCE training curricula by comparing it to the operator's check airman curricula to determine the differences training required to qualify the center's personnel as a contract check airman

- Develop an appropriate differences training module(s) to include the operator-specific elements of the check airmen qualification and training/checking regulations to qualify the center's instructor/TCE as a contract check airman

- Submit the contract check airmen training module(s) to its POI for acceptance/approval
- If the training course is approved/accepted, ensure the approved course is provided to all contract check airmen candidates.
- Provide the POI with completed training records, submit the individual's name, and resume for review and approval in accordance with Order 8400.1, volume 3, chapter 3.

NOTE: POIs should notify the center's TCPM whenever they authorize one of the center's personnel to act as a contract check airman. This may be accomplished by forwarding the TCPM a copy of the check airmen's Letter of Authority (LOA). This notification is required to ensure the individual is properly entered in the FAA Vital Information System (VIS) by the TCPM. POIs should not enter contract check airmen in VIS. A sample contract check airman LOA is located on AFS-250's Part 142 Training Center web site.

(1) To ensure the center's personnel meet the operator's check airman standards, the operator will need to review the individual's training history and qualifications. Elements of the center's instructor/TCE training curricula that the operator finds equivalent to their training program may, with the POI's approval, be credited toward the completion of the operator's instructor/check airmen curricula. If the center's curriculum has been submitted to the POI for approval and is approved as meeting the requirements of the operator's curricula, other than the operator-specific items, no additional training for the center's personnel would be required. Any differences or deficiencies noted will require the operator to develop a training module to ensure all regulatory requirements are met and to qualify the center's personnel as contract check airmen. AFS-250's part 142 Training Center web site contains an Equivalent Training and Continued Qualification Requirements Table that provides guidelines for determining equivalency of training between various operating regulations and part 142.

E. The standard categories of authorization for check airmen shown in FAA Order 8400.10, volume 3 do not provide the level of specificity required for the approval of contract check airmen. For example, an operator's check airman, qualified as a line captain may be authorized as a simulator only check airman permitting them to administer both section 135.293 (a)(1 through 8) as well as section 135.297 evaluations. A contract check airman who is only qualified in the aircraft-specific modules of an operator's curriculum may be authorized to conduct simulator-only evaluations; however, he or she would be limited, due to his or her training, to evaluations of section 135.293 (a)(2) and section 135.297 evaluations. Unless the contract airman is qualified in the operators complete curriculum for the specific aircraft, he or she may not be authorized to conduct the elements required by section 135.293 (a)(1) or (a)(3 through 8). Other restrictions may also apply depending on the training and qualification provided by the operator. A sample contract check airmen LOA is located on AFS-250's part 142 Training Center web site.

F. Particular caution must be exercised when a training center's personnel (instructors or

evaluators) have never taught or conducted evaluations in an air carrier environment. With respect to the training of proposed contract instructors and check airmen in the non-aircraft specific areas such as basic indoctrination, HAZMAT, security, etc., these individuals would be required to complete the entire operator-specific basic indoctrination program for one carrier in order to fully meet the training and checking requirements of the regulations. Once a contract (center employee) instructor or check airmen has completed the initial training and qualification, as a flight instructor or check airman for one air carrier they may be considered qualified for other operators, certificated under the same part, by completing an appropriate differences training curricula, acceptable to the subsequent carrier's POI. This process should preclude an individual from conducting training and checking in an air carrier environment without ever having had the benefit of, at a minimum, the training required to qualify an individual to act as PIC for an air carrier.

G. No Ground Training, No Testing or Checking. Since the typical training program offered by the training center currently does not include all of the ground training subjects contained in an operator's curriculum it follows that neither the trainees nor the instructors and evaluators themselves receive training in those subjects. It is important to ensure all training center instructors and evaluators are trained and evaluated in all subjects that the center is contracted to conduct. For example, since the typical training program offered by the training center currently does not include ground training in the subjects contained in section 135.293(a)(1) and (a)(4 - 8), it follows that neither the trainees nor the instructors and evaluators themselves receive training in those subjects - which ignores the training requirements of sections 135.337(b)(2) and 135.338(b)(2). Therefore, a training center evaluator typically is not qualified to evaluate subjects other than those contained in the center's core curriculum which equates to section 135.293(a)(2) and potentially (3). Similarly, a trainee should not be evaluated in those subjects by any party until the training has been conducted and certified in his training file as complete and satisfactory by a ground instructor authorized and qualified in accordance with part 135.

NOTE: To preclude any confusion concerning a contract check airman's authority, the POI must specify in each contract check airman's letter of authority what specific subjects the check airman is authorized to test and check.

H. The proficiency evaluations required by an air carrier to qualify and maintain the currency of its check airmen are also applicable to center personnel that are being nominated as contract check airmen for the operator.

NOTE: TCPMs are only required to verify that the center's TCEs receive annual training on the conduct of part 61 certification functions in accordance with part 142, subpart C, relating to the curricula that have been approved for the training centers use. As outlined above, this training and checking does not qualify an individual to act as an operator's check airman. Operators must complete a detailed comparison between its check airman curricula and that of the training center's TCE curricula to determine the extent of the additional training they must provide to qualify the center's personnel to act as a contract check airman on their behalf. If this comparison indicates that the operator's training programs are identical, other than the operator specific items, no additional training for the center's

personnel is required. Any differences noted between the curricula will require the operator to develop a training module to qualify the center's personnel as a check airman. This module must be presented to the operator's POI for approval/acceptance.

I. Training center employees that have been qualified by an operator to serve as a contract instructor/contract check airman may be considered qualified to act in the same capacity for another operator provided that:

- both operators are certificated under the same 14 CFR part
- both operators are operating the same make/model/series of aircraft with identical configurations
- both operators are using identical training curriculums, including checklist and operating procedures
- the requesting operator finds the subject individual acceptable as a contract instructor/check airmen, and
- the subject instructor/check airmen has met the operating or observation experience requirements for at least one operator for which they are providing services. For example: if a training center instructor is qualified to provide instruction in a particular aircraft for three different operators, the instructor may be considered to have met the initial and recurrent line operating or observation requirements for all three by remaining qualified in one of the operator's programs.

NOTE: In all cases, the acceptance of an instructor/check airmen's qualification by another operator is subject to the approval of the requesting operator's POI.

J. Periodic Reports by the Operator. The POI should arrange to have the operator provide the POI with a periodic report of each check airman's checking activities, including a pass/fail rate, to coincide with the POI's periodic review (annual, semiannual, or other). POI's may arrange for these reports to arrive at a time that meets the POI's needs. A contract check airman should be active enough to retain the required knowledge and skills. This activity level may vary depending on the contract check airman functions and other operators for which he/she is authorized check airmen activities, the size of the operator, and the number of approved check airmen. Usually a check airman should conduct at least eight authorized check airman activities during a 12-month period (including supervision of OE). The POI should specifically re-assess the operator's need for those check airmen whose records indicate low activity levels.

8. OUTSOURCED TRAINING PROVIDER AUDITS AND ASSOCIATED OPSPEC/MSPEC PROCEDURES.

A. The FAA requires a mandatory self-audit program for operators certificated under the provisions of 14 CFR part 119 and 91 subpart K who contract with a training provider to conduct a portion of their required crewmember training; such training arrangements are informally known as outsourced training. POIs will use Operations Specification (OpSpec)/Management Specification (MSpec) A031 to record FAA approval of these contract training arrangements.

B. The Federal Aviation Administration (FAA) is often limited in its ability to oversee an air carrier's training operations conducted under contract by a training provider(s). More to the point, this oversight is the primary responsibility not of the FAA but of the operator itself. The operator holds an air carrier certificate as a privilege, granted by the Administrator on the presumption that the operator will continually maintain the highest safety standards, including flightcrew training standards. The operator must ensure that its flightcrew training conducted by a contractor continually meets the requirements set by regulations and the standards contemplated at the time of initial certification.

NOTE: Advisory Circular (AC) 120-59 as revised, Air Carrier Internal Evaluation Programs, recommends a voluntary self-audit strategy for air carriers that may be readily adapted to continuing analysis and surveillance of outsourced flightcrew training.

C. Self-Audit and Summary Report.

(1) Two-Year Cycle. The self-audit and summary report cycle outlined in this section may be used as the first phase of a plan to implement more effective operator-driven quality assurance where outsourced flightcrew training is concerned. The cycle must be conducted at least every two years in accordance with OpSpec/MSpec A031 (Authorized to Make Arrangements with Training Center(s), Air Agencies, and/or Other Organization(s) for Certificate Holder Training) and should be conducted at any time that a major change affects the operator's outsourced flightcrew training.

(2) Definitions. Two definitions have been developed to define the scope of the requirements relating (1) to the operator's self-audit and (2) to entries that must be made in OpSpec/MSpec A031. They are as follows:

(a) "Outsourced training," for purposes of this Order, is any training, testing, or checking activity which an air carrier certificate holder provides by way of a contract arrangement with another party.

(b) "Major contract training," for purposes of this bulletin, is any flight training, flight testing, or flight checking leading to and maintaining certification and qualification of air carrier crewmembers in accordance with the carrier's operating rule.

D. POIs shall verify that their operators arranging with training providers to conduct contract training for their crewmembers, otherwise known as outsourced training, will accomplish the following activities.

(1) Self-Audit.

(a) Training Program Components: Adherence to Approved Program. The operator shall document that the training program delivered by the training provider is identical to the training program approved for the operator's use by the POI. The documentation shall address at least the following:

i. Manuals.

ii. The format and content of curricula, curriculum segments, training modules, and documents depicting flight maneuvers and procedures.

iii. Courseware.

iv. Facilities.

v. Qualifications of instructors and check airmen.

(b) Training Curricula: Adherence to Approved Program. The operator shall audit curricula and document that those curricula presented by the training provider adhere to the curricula contained in its FAA-approved training program. The documentation shall address at least the following, including ground training and flight training curriculum segments:

i. Initial new-hire training;

ii. Upgrade training;

iii. Transition training;

iv. Recurrent training;

v. Refresher training (121 only);

vi. Initial equipment training;

vii. Requalification training, and

viii. All other approved training such as differences, hazmat, security, and CRM, as appropriate.

(c) Flight Testing: Adherence to Approved Program. The operator shall observe the training provider's instructors and TCEs who are used by the operator. The operator shall document that regulations contained in sections 91.1089 through 91.1095, sections 121.411 through 121.414, or sections 135.337 through 135.340, as appropriate are being met and that approved standards are being maintained. Documentation shall address at least the following, as applicable:

i. Certification flight checks;

ii. Proficiency checks, and instrument proficiency checks (part 91 and 135 only);

iii. Flight training in lieu of the proficiency check, including line-oriented flight

training (LOFT);

- iv. Competency checks;
- v. Maneuver validation (AQP), and
- vi. Line operational evaluations (LOE).

(d) Training Records: Completion Of All Approved Training. The operator shall review required training and testing records to ensure compliance with their operating rule. This review shall cover all of the operator's crew members, including pilots, flight engineers, and flight attendants who have received outsourced training since the last review cycle. The operator shall document that each crew member has successfully completed all of the required components of training and checking comprised by its approved training program.

(2) Summary Report. The operator shall prepare a report, summarizing the findings of its self-audit. A sample report is on AFS-250's Part [142 Training Center](#) web site. This sample report form may be used to compile self-audit findings and to submit findings to the POI as a Summary Report. Another form mutually acceptable to the operator and the POI may be used instead. The summary report shall be signed by the operator's Director of Operations. In all instances in which discrepancies are found between the training program delivered by the training provider and that which is approved by the FAA, the operator shall propose effective remedies. Those remedies shall be included in the Summary Report and shall be addressed under the following categories:

- (a) Immediate corrective action:
 - i. action already taken, showing dates, and
 - ii. action planned, showing target dates.
- (b) Long-term corrective action, showing target dates; and
- (c) A strategy for ensuring continuing prevention of recurrence.

(3) OpSpec/MSpec Paragraph A031. All affected air carriers are required to be issued OpSpec/MSpec paragraph A031. Any training provider conducting major contract training, within the meaning of this section, must be approved by the POI and must be recorded in OpSpec/MSpec A031.

E. POI Follow-Up. An operator outsourcing major contract training shall address any training program discrepancy and undertake corrective action at once. When the operator's own remedies are insufficient, the POI shall take additional steps as deemed necessary and appropriate, in accordance with applicable provisions of Title 49 United States Code (formerly the FAA Act of 1958), 14 CFR, FAA Order 8400.10, Air Transportation Operations Inspector's Handbook, and FAA Order 2150.3A, Compliance and Enforcement Program.

NOTE: For guidance in accomplishing IEP evaluation, see Advisory Circular 120-59, Air Carrier Internal Evaluation Programs, and volume 3, chapter 8 of FAA Order 8400.10.

F. Ongoing Phase. When approving new outsourced training arrangements use the regular PTRS recording procedures for the appropriate job function and enter “CONTRACT” in the National Use field.

CHAPTER 17. PART 142 TRAINING CENTERS

SECTION 8. EVALUATE TRAINING PROGRAMS, CURRICULUMS, FLIGHT TRAINING EQUIPMENT, AND RECORD KEEPING REQUIREMENTS.

1. GENERAL. The information in this section provides guidance for the approval of a center's training program and associated curriculums/courses. Regulatory requirements demand sufficient content and detail to enable a training center to meet the standards required to ensure the highest level of flight training is achieved. The successful development of program curricula and courses forms the basis of each center's certificate. The successful evaluation of the curriculums, syllabuses, courseware, and flight training equipment is critical to the success of the program.

2. COMPONENTS OF A TRAINING PROGRAM. A training program consists of all of the curriculums, syllabuses, supporting courseware and materials, facilities, flight training equipment, recordkeeping, and personnel necessary to accomplish a specific training objective(s) (e.g., a Boeing B-737-200 training program). A training program may include core curriculums, specialty curriculums, or both. Other curriculums may be used to augment the training covered under a core or specialty curriculum. The technical evaluation of components of a training program must involve the assistance of an FAA inspector qualified in the particular aircraft. Should the Training Center Program Manager (TCPM) be unqualified in the aircraft or lack the expertise to conduct a review of this type, support should be requested from other national resource specialist.

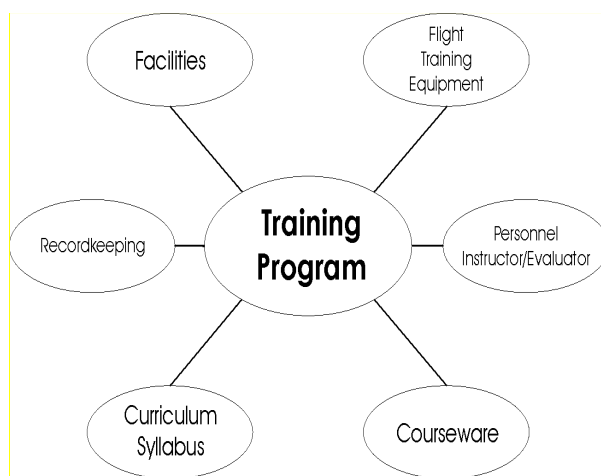


Figure 3.17.8.1. Components of a Training Program

A. Curricula submitted for approval must be presented in a format that describes the content of the proposed training in sufficient detail to enable a clear understanding of subject matter and events to be accomplished. The content of each curriculum or course segment is outlined by

listing the main subject areas. Each subject area contains individual training modules for each topic to be covered.

Figure 3.17.8.2. Sample Curriculum Format

Curriculum/ Course	⇒	Initial Pilot-in-Command (PIC)—Boeing B 737-200 Type Rating				
Modules/ Elements	⇒	B-737 Initial System Training	General Operational Subjects	FMS training	B-737 Differences	B-737 PIC Initial Simulator Flight Training

NOTE: Appropriate guidelines for the format and content of a curriculum, segments, modules, events, and elements may be found in 8400.10, Volume 3, chapter 2.

(1) NOTE: A sample curriculum that represents appropriate format and level of detail to be included in an approved curriculum has been posted on AFS-250's Part 142 Training Center web site.

B. Training center curricula that are approved in accordance with part 142 are divided into two types: core or specialty. A training center may develop curriculums that are not required in support of 14 CFR Chapter 1. These curricula are not subject to approval under part 142 and do not generate a surveillance requirement for the FAA.

C. General Characteristics of a Curriculum.

(1) Each approved curricula must be supported by a revision system that includes:

- Sufficient detail to evaluate the proposed revision including substantiation for the proposed revision and any associated instructor training and qualification requirements;
- Margin side-bars that mark changed areas; and
- The revision number and date on each revised page.

NOTE: Except when required for safety reasons, revisions should be submitted a minimum of 60 days in advance of the expected implementation date.

(2) The curricula must represent the flight training equipment to be used by the training center. This must include training in systems (including installed equipment, modifications, and avionics), as well as maneuvers and procedures appropriate to the make, model, series and, in

some cases, serial number of the aircraft represented by the flight training equipment. Training in other variants of the same make/model aircraft not represented by the flight training equipment should not be approved.

(3) Curricula terminology should be consistent with that used in FAA guidance documents and materials (part 142, FAA Order 8400.10, PTS, etc.). Use of terminology such as “as required”, “as applicable” and other terms that indicate training in that topic is a variable is not acceptable for inclusion in training modules or elements.

(4) Curriculums must include an introduction that provides a general overview of the training to be accomplished and state a specific training objective. The objective should support the expected outcomes. Course objectives must identify the certification expected, what flight training equipment will be used, as well as the regulatory requirements that will be met. The objective should indicate which particular aircraft variant(s) will be covered.

(5) The curricula must state the specific student prerequisites for entry into the curriculum. This should include specific flight experience (including currency), previous training, minimum pilot certification, and qualifications. Common errors include allowing an applicant with an airplane multiengine class rating that is limited to center line thrust, to enroll in a 100 percent simulator course for a multi-engine airplane type rating.

(6) The curricula must specify in sufficient detail what ground training will be accomplished. The ground training segment of a curricula that leads to airman certification or proficiency consists of training in general operational subjects, aircraft systems, and systems integration. Each module must list a sufficient number of elements to describe main topic areas to be covered within that module. Ground training must be predicated on the flight training equipment to be used in the course. The curricula must indicate what criteria and standard will be used to determine satisfactory completion (e.g., completion of a written test on systems and procedures with a grade of 80 percent, which will be corrected to 100 percent).

NOTE: Ground training conducted under a curriculum leading to airman certification must be satisfactorily completed before the start of flight training.

NOTE: The curricula development guidelines in Order 8400.10, volume 3, chapter 2, sections 1, 2, and 9 are the acceptable standards for training program development and should be followed to the maximum extent practical.

(7) Part 142 does not specify programmed hours for flight crewmembers however, Order 8400.10, Volume 3, Chapter 2, Section 5, Table 3.2.5.1, Flightcrew Aircraft Ground Training Hours National Norms (Thresholds), provides guidelines for training times that should be considered when evaluating a training center’s curricula. When approving curriculum segments and their associated training hours as proposed by the training provider, TCPMs must consider the complexity of the operation and specific aircraft make, model, and series. For example, training hours for a complex operation may need to exceed national norms, while training hours

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below the national norms may be acceptable for a less complex type of operation. When granting approval of a core curricula with training hours below the established threshold training hours, TCPMs must notify AFS-250, through the Flight Standards Regional Division, that such initial approval has been granted. This notification may be by letter or e-mail and should:

- (a) Describe the reasons resulting in the grant of the curriculum's initial approval with fewer hours than the national norms or threshold hours;
- (b) Include a copy of the initially approved aircraft ground training curricula segment; and
- (c) Include any additional supporting information provided by the operator.
- (d) This notification is necessary for tracking and standardization purposes on a national basis.

NOTE: Briefing and/or debriefing times for flight or simulated flight sessions shall not be considered part of the programmed instruction time to meet recommended national norms or threshold hours.

(8) The curricula must provide an outline of the flight training (maneuvers and procedures) and practice that will be accomplished during each flight training period. Flight training sessions/periods are referred to as training modules. Each module must be appropriate to the flight training equipment being used and reflect the specific maneuvers or procedures to be accomplished during that training session/period. The curricula must allow sufficient time for practice and review as well as provide the instructor sufficient opportunity to demonstrate the use of all equipment identified in the training session.

(9) The curricula shall indicate the individual maneuvers and procedures that will be practiced during each training period. It is common for a particular maneuver to appear in multiple training sessions depending on the maneuver's complexity. The curricula must indicate what standards will be used to determine student progress. If an aircraft is used, indicate only those events that will be accomplished in the aircraft. Training in specific types of instrument approach procedures must be identified for each session to ensure adequate training in all equipment, procedures, and techniques.

(10) A curricula that provides training, testing, or checking to accomplish certification or proficiency requirements of part 61 must include all of the appropriate PTS-required maneuvers. If the simulator or FTD is not qualified and approved to accomplish a particular maneuver, for example a circling approach, the student training record must reflect that the maneuver was not accomplished.

(11) Curriculums may not include maneuvers or systems training in an area or event that the center does not have the courseware or training devices suitable for conducting the subject training. For example, GPS approach training will not be approved for training if the center's training devices (FTD or simulators) do not have an operable GPS installed.

(12) The training, testing, and checking presented by the curricula must be specific to that make, model, series (serial number, if applicable), and variant of the aircraft represented by the flight training equipment to be used by the center. Differences training between or among variants of the same type are not required of all students but if a curricula is to satisfy training requirements for different variants, it should identify how differences training will be accomplished. A center may address differences training by:

- Adding one or more modules to the core curricula, and allow for those modules in the programmed hours; or
- Create a separate specialty curricula

NOTE: In some cases a separate core or specialty curricula may be necessary to describe the training for a variant of an aircraft type when the differences have been determined to be so significant that ground training, flight training, and checking are required. Some series of aircraft can be operated under the same type rating but require a dedicated simulator to provide the training for that particular variant. For example; L-25 vs. L-35, B737-200 vs. B737-800, etc.

(13) Curriculums will also include qualification module(s) that state the basis and standards for satisfactory course completion and evaluation (testing/checking to be accomplished to what standard).

(14) A detailed curricula evaluation checklist has been developed to provide assistance with the evaluation of curricula involving airman certification or proficiency (§ 61.58 and § 61.157). See AFS-250's Part [142 Training Center](#) web site.

3. FLIGHT TRAINING EQUIPMENT (FTDS AND SIMULATORS). Training centers may use a variety of training devices in their approved curricula. However, each core curriculum must be supported by an advanced FTD (level 6 or 7) or full flight simulator (level A through D) which must be used to the maximum extent possible for all associated training and testing/checking.

A. Qualifying Flight Training Equipment. Flight training equipment that is to be used to accomplish the flight training, testing or checking requirements of a core or specialty curriculum must be qualified by the National Simulator Program Office (NSP). The NSP will evaluate and assign the appropriate training device "level" to each FTD or simulator. The awarded training device level may be used to determine the training maneuvers that are permitted to be accomplished in the device. Appendix 1 of the appropriate PTS (except Private Pilot) identifies the tasks that may be credited through the use of an appropriately qualified training device.

B. Evaluating and Approving Training Equipment. Following the National Simulator Program (NSP), AFS-205's qualification of a particular simulator or FTD, the TCPM must evaluate and approve the device for use in the center's training program. This approval will include the specific curriculum, particular maneuver, procedure, and/or crewmember function permitted to

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be performed in the device. Part 142 requires the training center's flight training equipment to be appropriate for and adequate to support the curriculum goals and each curriculum. The flight training equipment must represent the specific aircraft make, model, series, variant, and in some cases, serial number of the aircraft represented by the training device and curriculum. When describing flight training equipment, the curriculum shall use terminology consistent with the level of qualification authorized for the particular device.

NOTE: Each approved flight training device must be listed in the center's training specifications by the TCPM.

C. Flight Simulators.

(1) Flight simulators are qualified by the NSP office as a Level A, B, C, or D flight simulator. Simulators approved for use in training, checking, and testing under an approved curriculum must represent the make, model, series, variant, and in some cases serial number range of the aircraft training described by the curriculum. The simulator must be equipped/modified to include mandatory aircraft modifications. Each simulator must meet and maintain the standards under which they were originally qualified (i.e., under the provisions of AC 120-40 (as revised), Airplane Simulator Qualification).

NOTE: When 14 CFR part 60 becomes effective the provisions within that rule will be controlling.

(2) Some curricula modules or elements require a specific visual scene to accomplish a particular training event. These events may require an accurate representation of the airport, its lighting, the surrounding environment, etc. For example:

- Special airports and approaches
- Approach and landing using visual (ground or airport) references
- SMGS training
- LOFT
- circling approaches, or
- Other special circumstances

(3) With respect to the circling approach, the NSP evaluates and qualifies the simulator's ability to conduct the circling maneuver. However, the TCPM is responsible for evaluating and approving each proposed circling approach to be used for training, checking, or testing.

NOTE: The criterion for performing a circling approach during a certification flight (PTS) is different than the criteria for establishing terminal instrument procedures (TERPS). The PTS requires evaluation of circling approaches to a

landing runway heading that is at least 90 degrees to the final approach course. TERPS criteria requires publishing a circling approach when there is more than a 30 degrees course difference between the landing runway and the course at the final approach fix position.

(a) Circling approach approval guidelines require:

i. The proposed airport scene to represent an accurate airport visual presentation of the airport layout and environment.

ii. Only those combinations of instrument approach procedures and landing runway that meet the criteria of the ATP PTS (landing runway heading that is at least 90 degrees to the final approach course) to be approved for use in curriculum leading to airman certification or proficiency.

iii. The approach to be flown at the appropriate approach speed (V_{app}) by an airman qualified and current in the aircraft.

iv. The aircraft should be at maximum landing weight and in the appropriate configuration.

v. Evaluate night and day scenes (if day is available) with emphasis on airport and runway lighting.

vi. Ceiling and visibility should be set at the minimums for the aircrafts circling approach category.

vii. The simulator should be frozen in a position the represents the MDA and visibility minimums for the approach and observe the airport environment and lighting to determine the appropriateness of the simulator's visual cues.

viii. Conduct a circling maneuver by constant visual reference to the airport environment and to the landing runway. Freeze the simulator periodically as the maneuver is being accomplished to observe whether the airport environment, ceiling, and visibility are maintained.

ix. Conduct the approach and circling maneuver again in "real time" (without pause) to determine if the procedure requires any unusual maneuvering and if it is a viable approach and landing.

(b) Provided the evaluation parameters are acceptable, the TCPM will approve the simulator for the specific runway and circling approach combinations that may be used in the centers training curricula.

(2) In order for a training center to conduct training, testing, and checking with inoperative components, the center may elect to have an approved simulator component inoperative guide (SCIG).

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The SCIG outlines the training, checking, or testing that will not be permitted when a component is inoperative. Although similar in effect, the training center shall not use an aircraft minimum equipment list (MEL) to determine the operational status of simulators or FTDs. If an SCIG is approved for use, the training center shall develop as a part of the SCIG a management program for managing the repair of items, the use of the device in the degraded condition, and notification of the appropriate personnel. The SCIG management program shall include procedures to ensure the reliability of the performance functions, and all other characteristics that were required for qualification for each flight simulator or FTD. SCIGs require the TCPMs approval in order to be used in an approved training curriculum. Once approved, the TCPM will authorize the use of an SCIG by entry in the center's training specifications.

D. FTDs.

(1) Advanced FTDs are those FTDs qualified as Level 6 or 7. These devices must meet and maintain the qualification standards set forth in Advisory Circular (AC) 120-45, Airplane Flight Training Device Qualification, as amended. The NSP staff is responsible for all advanced FTD qualifications. Once the NSP qualifies the FTD, the TCPM may approve training, testing, and checking in those events that may be accomplished in that level of FTD in accordance with Appendix 1 of the appropriate PTS. The qualification and approval of an advanced FTD is the same process as that used to approve a simulator.

(2) The process for granting approval to a simulator or Level 6 or 7 FTD for use in training, checking, and testing is a two-step process.

(a) The first step requires the NSP to evaluate and qualify flight training equipment in accordance with technical standards. Upon completion of an evaluation, the NSP reports its findings (qualifications and limitations) and recommendations to the TCPM. The NSP report does not constitute approval of a simulator or flight-training device.

(b) The second step in the process requires the TCPM to evaluate the NSP report and recommendations. Before approval, the TCPM must determine if the flight training equipment is capable of performing each particular maneuver, procedure, or crewmember function required by the curriculum and that the equipment represents the specific category and class of aircraft, type of aircraft, and particular variation within the type of aircraft addressed by the curriculum. Training, testing, and checking in aircraft not of the same model, series, and variant (including, in some cases, similar serial numbers), and not equipped the same as the simulator or FTD must not be approved.

(3) After determining that the flight training equipment is appropriately equipped and capable of accomplishing the curriculum requirements, the TCPM issues approval for the simulator or FTD to be used in a training program. The approval shall specify any limitations that are appropriate. Approval to use a simulator or FTD is entered into the Training Specifications for the training center.

(4) Levels 4 and 5 FTDs. These devices are approved by the NSP in accordance with a qualification test guide submitted by the training center and accepted by the NSP. Each device must meet and maintain the qualification standards set forth in AC 120-45. These devices are

limited in capability and may only be used to conduct those maneuvers identified in Appendix 1 of the appropriate PTS.

(5) Levels 1 through 3 FTDs. These devices are approved by AFS-800 and in accordance with draft Advisory Circular 61-TD.

(6) Daily Inspection Requirements. Each simulator or FTD must be given a functional preflight inspection each day before use. As part of the approval process, the TCPM must determine if the training center has a procedure for accomplishing and documenting required preflight inspections. Preflight inspections will be conducted in accordance with a predetermined list of inspection items that are acceptable to the TCPM and must include a method of logging deficiencies.

(7) Operating Deficiencies (Simulator or FTD). Regulations require that each simulator and FTD have a method to log discrepancies and to advise instructors and evaluators that training shall not be conducted in events that rely on the inoperative equipment. TCPMs shall determine how the training center will identify, record, and resolve discrepancies. Training center must have in place a quality control system for discrepancies that provides instructors and evaluators with information on equipment status prior to the conduct of evaluations or instruction.

(8) As part of the process for maintaining the FTDs/simulators qualification, the NSP also conducts periodic evaluations to insure standards and performance of the equipment are being maintained.

(a) NSP evaluations may discover deficiencies that require a restriction to training, checking, or testing be imposed. A list of all deficiencies will be provided to the FTD's sponsor and the TCPM. The TCPM will review all forwarded discrepancies and determine if the training approval for the device will need to be restricted until the training center resolves the discrepancies. TCPMs are responsible for the continued surveillance of the centers simulators and FTDs and may also place a limitation/restriction on training, testing, and testing at any time when deficiencies are noted.

(b) The resolution of discrepancies is the responsibility of the sponsor. It is also the responsibility of the sponsor to advise the NSP and the TCPM in a timely manner that discrepancies, which have led to maneuver restrictions, have been repaired.

E. Aircraft Training.

(1) Aircraft only training programs or core curriculums will not be authorized or approved for use by a training center certificated under part 142. It is Flight Standards policy that when approving pilot training, checking, and testing under part 142, the primary form of flight training and testing/checking will be based on advanced FTDs (Level 6 and 7) or flight simulators level A through D. An aircraft may only be approved for use to supplement the training, testing, or checking that can not be accomplished in a simulator or advanced FTD. Limited training and testing as permitted by the regulations may be accomplished in an aircraft to avoid issuing a pilot certificate with limitations (such

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as Supervised Operating Experience (SOE)). If an aircraft is approved for use, each training center must insure that each aircraft is maintained and inspected in accordance with 14 CFR part 91 subpart E, an FAA-approved maintenance and inspection program, maintenance requirements approved by the country of registry, or air carrier approved maintenance program. Each training center certificate holder must ensure that each aircraft that it proposes to use is equipped and capable of conducting all maneuvers and procedures required by the approved training curriculum in which it is to be used.

(2) Training centers that employ the use of an aircraft in their curriculums as a means of completing required certification tests/checks, due to the use of training devices or simulators that do not qualify for 100% training/checking are not required to designate the aircraft as a training site. The aircraft and its location are considered a part of the principals or satellites center for the purposes of the regulation. The aircraft and or the facilities where the aircraft is located are not considered as an individual training site in the context of the rule and are not required to be individually designated as a remote training site. The facilities where an aircraft is located must however, be suitable for pre and post briefings in the context of the regulation and shall be appropriate for their intended purpose.

F. Line Operational Simulation (LOS) - AC 120-35, Line Operational Simulations: Line Oriented Flight Training, Special Purpose Operational Training, Line Operational Evaluation, As Amended.

(1) LOS is a broad classification of activities that can be accomplished in a simulator to represent/duplicate/validate real-life flight situations. LOS is an integral and necessary part of any training curriculum that leads to issuance of an initial pilot certificate or the addition of the type rating to an existing certificate entirely in a level C or level D simulator. It is included in an airman certification curriculum as an alternative to flight time in the actual aircraft before qualification.

(2) Line-Oriented Flight Training (LOFT) is a specific type of LOS. LOFT is designed to provide training and to transition the pilot from maneuver-oriented flight training (in which systems knowledge and operating skills are initially learned and practiced) to operational flying, which involves the application of skills and knowledge, crew coordination, and all other aspects of operating the aircraft in typical service. It provides the opportunity to observe crewmember actions, including areas such as crew resource management (CRM), standard operating procedures (SOP), practical application of aircraft knowledge, and other training areas. LOFT provides a good opportunity to ensure training in the special emphasis areas in the PTS and other FAA guidance is accomplished. It may also help determine if an airman requires additional training in a particular area.

(a) A curriculum that is approved under part 142 and that accomplishes 100 percent of the required training and testing for initial airman certification or additional rating in a Level C or D simulator must contain LOFT. LOFT is not required if an actual aircraft is to be used for part of the practical test. LOFT is required on an annual basis for certain simulator instructors approved under part 142 and may be required to meet certain training and qualification requirements under part 121.

(b) It must be understood that LOFT is training—it is a learning experience in which errors will be made. It is not a checking program in which errors are unacceptable. To ensure maximum

benefit from LOFT is obtained, the session must be scheduled after satisfactory completion of the maneuvers-based portion of the curriculum and prior to the certification test and constructed in accordance with the guidelines in AC 120-35.

(3) Characteristics of LOFT.

(a) Training time. A LOFT session should use realistic routing between airports so as to encompass a normal simulator training period (i.e., if the normal period is 2 hours per crewmember, the LOFT in the simulator should be 2 hours for each crewmember exclusive of any “breaks”). Comprehensive briefing and debriefing are essential to effective LOFT exercises. However, the briefing and debriefing time is not considered part of the flight training time. The preflight briefing time should be used to brief the applicant and allow the crewmembers to perform preflight planning. The planned hours of instruction specified in a curriculum/syllabus shall exclude LOFT except for the time the applicant is participating in the flight portion of the LOFT. Since pilot-in-command duties, functions, and capabilities are the emphasis during LOFT, only time spent at controls during LOFT is creditable toward programmed curriculum time. Any LOFT conducted after airman certification cannot be credited toward the curriculum times.

(b) Crew qualifications. Participating crewmembers must be fully qualified in accordance with the requirements of part 142 and the curriculum being trained. They must be knowledgeable and proficient in all aspects of the training that is being taught by the center as part of the curriculum, including checklists and SOP.

(c) Stated objective. The LOFT must state training objectives. Objectives may be broad in scope such as CRM, workload management, etc., and/or can have a specific objective such as a specific area of operation that has been determined to require special emphasis. The problems presented during the LOFT scenario can be further categorized into two types: the first is a simple problem that has no further impact on the conduct of the flight once it has been diagnosed and corrected. The second is a complex problem that is not correctable and continues for the duration of the flight. LOFT requires the flight to continue to the ultimate outcome without stopping unless a crew action corrects the abnormal or emergency situation.

(d) Scenario description. LOFT scenarios must be highly structured and simulate flight from startup to shutdown in real time without any freeze, slow motion, or other activity that might not be accomplished in an actual flight in an aircraft. LOFT should include the following:

i. The flight should represent the type of operations reflected in the training being conducted (i.e., applicants being trained under a part 61 curriculum would accomplish LOFT that represents part 91 operations, not air carrier).

ii. LOFT should reflect training in knowledge and skills required by the training center’s approved core curriculums—not those unique to a particular operator.

iii. A complete scripted scenario simulating total line operational environment must be developed by the training center. This would include a detailed script that includes all communications expected during the flight. Scenario communications should consider that the LOFT instructor is

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functionally not present in the simulator but is available for communications as ATC, maintenance, flight service, ground operations, etc.

iv. LOFT scenarios should be designed based on the stated objectives and desired outcomes and must include normal, abnormal, and emergency procedures. If two PIC students train together, LOFT may consist of two segments in which one segment is conducted with normal procedures and a separate segment incorporates abnormal and emergency procedures. Alternatively, different scenarios may be developed for each student to prevent repetition. If the curriculum permits a single PIC student to train, LOFT may consist of one flight segment that contains normal, abnormal, and emergency procedures.

(4) Preflight Planning and Briefing. Comprehensive preflight planning appropriate to the type of operations being conducted must be part of LOFT to enhance realism and represent actual aircraft operations. This will require a complete navigation and weather package, including Notices to Airmen (NOTAM)s that may affect the flight. This should include en route, alternate, and departure airports as well as destination weather. Flight planning for the LOFT must consider fuel planning, weight and balance, and aircraft performance for a realistic route from departure to destination airport and support the stated objective(s) of the LOFT.

(5) Simulator Capability. LOFT may be conducted in level C and level D simulators only. Dedicated airport scenes revised to represent current airport facilities, including runways/taxiways and navigation facilities must be used for realism (generic visual representation of airports is not acceptable). Both en route and terminal navigation facilities must agree with navigation charts. LOFT should be developed for the make, model, series, and modification status of the aircraft represented by the simulator.

(6) Instructor Training. For LOFT to be a valuable training experience, instructors must be given specialized specific instruction on the scenarios, the techniques for conducting LOFT, and the post-flight evaluation. The briefing/debriefing process is extremely important and requires special techniques and training for instructors. Instructor training programs must include documented training in these areas.

(7) Approval. In accordance with FAA policy, all materials used to conduct LOFT as part of a part 142 curriculum will be evaluated and approved by the TCEM. Such items as instrument navigation charts (approach and en route) are not part of that approval since navigation procedures and airport facilities at an airport may change. Only current and accurate representation of airport and navigation facilities will be permitted during LOFT. The training center should periodically review and revise LOFT scenarios to prevent complacency or to accomplish a different objective.

4. CREDITING DISTANCE LEARNING AS A COMPONENT OF GROUND TRAINING FOR FLIGHT CREWMEMBERS.

A. Background.

(1) Advancements in electronic media have made the presentation of educational information second hand to many of our educators. It has become the norm as opposed to the novelty it was just a few years ago. The aviation industry has been one of the largest benefactors

of the revolution in digital presentations and interactive media. Systems now include modern training products, many of which are being effectively used in aviation courses conducted by accredited universities and in air carrier training programs approved by the FAA. Collectively, those products fall under a relatively new heading that has been called “distance learning” or “distance education”. As the quality of those products continues to improve, the training / learning process stands to benefit even more.

(2) Previous FAA guidance seemed to presume that traditional classroom training was inherently superior to other delivery methods. Besides the proven effectiveness of modern training products, distance learning affords a low-cost alternative to classroom ground training, an alternative that is timely and appropriate in today’s challenging economic environment. The use of new technology and alternative training methods can, and often does, improve the quality of training. However, alternative training must meet or exceed the training standards that it is intended to replace.

B. Applicability.

(1) Approval of distant learning methods for credit towards the completion of an approved core or specialty curriculum in excess of that granted by canceled HBAAT 98-09 may be applied for by the training center. This section applies only to flightcrew (pilots and flight engineers) training curriculums/courses that have been approved by the center’s TCPM in accordance with the requirements of 14 CFR part 142 and/or FAA Order 8400.10 Volume 3, Chapter 2, Section 2. Only cognitive or knowledge-based training is eligible for consideration under the provisions of this section.

NOTE: Currently approved training curriculums/courses that have an integrated distance learning module, which was approved in accordance with the guidance found in canceled HBAAT 98-09 may continue to be acceptable provided the curriculum is and continues to meet the policy guidance outlined in canceled HBAAT 98-09. Training curriculums/courses that contain distance learning module(s) that were approved prior to the issuance of revision 43 to FAA Order 8400.10 on 08/03/06 should be reviewed to ensure they are in compliance with the canceled HBAAT. Those curriculums/courses that are found to be inconsistent with previous guidance, regulatory or policy requirements or to be ineffective, must be appropriately modified by the training center, or the approval must be withdrawn in accordance with the guidance in Volume 3, Chapter 2, Section 2 of this Order. Specific attention should be placed on the authorized curriculum/course and permitted hours and/or percent of time authorized as permitted by canceled HBAAT 98-09 (8 hours not to exceed 50% of recurrent, requalification, or refresher training).

C. Application.

(1) Training centers requesting the inclusion of distance learning must submit a curriculum module or element that qualifies for distance learning. All such request must include:

- Specific detail outlining the curriculum module or element(s) proposed
- The center's implementation and evaluation plan, and
- All training and study materials, including clearly defined training objectives, phase test, final exams, and the validation testing and methodology proposed for verifying the knowledge gained through approved distance learning modules.

NOTE: Each student that participates in an approved curriculum/course of training that incorporates distance learning must complete a "validation exam", in person and under the supervision of a qualified instructor or the Administrator prior to the commencement of any flight- or skill-related training at the center. Validation exam(s) are used to verify the knowledge objectives of distance learning module(s) and are in addition to any testing that may have been a part of the distance learning module. (See paragraph G (2) (c) for specific guidance on validation exam requirements.)

(2) When a request is received from a center, the TCPM will observe the classroom module(s) for which the operator has requested a home study substitution. The purpose of this observation is to determine both the quality and quantity of the current training. Based on personal observations and review of the training materials, the TCPM will be better prepared to determine that the proposed home study will effectively duplicate the classroom training it has been designed to replace.

(3) Distant learning will not be credited or considered for any required flight training modules/elements.

(4) Scope of Creditability of Distance Learning. Distance learning credit is currently only available for knowledge and cognitive skill objectives. Creditability of distance learning for psychomotor skills outside of the provisions and limitations described in HBAT 98-09 are not authorized by this section.

D. Limits on Creditability of Distance Learning. The FAA recognizes the great training potential of distance learning that is well planned and effectively validated. That potential is already being exploited under the Advanced Qualification Program (AQP). Ground training developed in accordance with an implementation plan (described below) is subject to FAA approval. Distance learning may be as much 100 percent creditable toward the knowledge and cognitive skill training objectives defined in the ground training segment of a center's approved curriculum(s).

NOTE: Initial implementation of distance learning by a Training Center should be approved cautiously. The substitution of ground training previously conducted in a classroom environment by the center in favor of

distance learning modules should be integrated into the center's curriculum in steps that are based on the center's demonstrated ability to design and implement a distance learning system. It is recommended that distance learning modules be approved in phases or through an initial approval process followed by a trial period prior to issuing final approval. The initial versus final approval process for approving training programs is described in Volume 3, Chapter 2, Section 2, of this Order.

E. Ground Training Media. The general nature and specific characteristics of training media used for distance learning vary widely. Examples include paper media, videotape, CBT, CDs, Web- based training, and virtual classroom. The media used should meet the requirements of the respective training objective. Validation of training effectiveness is one of the most important components of the implementation plan described below.

F. Implementation Plan. Any proposal for ground training to be accomplished by distance learning must include a plan for start-up, validation, operation, and maintenance of that training. This plan must include at least the following elements:

(1) Start-up. The start up phase must identify the knowledge and cognitive training objectives of the distance learning curriculum/course. Ground training objectives can be reduced to simple terms such as being able

- to recall
- to recognize
- to comprehend
- to apply, and
- identify the media to be used for ground training and testing

(2) Validation strategy. Centers must develop a distance learning validation strategy that addresses the effectiveness of the ground training itself, and the learning accomplished by each person trained. Key features of a satisfactory validation strategy include:

(a) Measuring the effectiveness of the ground training being conducted.

- Setting a reference. One validation method is to establish a *performance baseline* from which to measure the effectiveness of the ground training proposed. Baselines exist in most on-going training programs. Examples of performance baselines include average ground training hours a trainee spends in learning a certain subject, average pass-fail rates for tests of ground training content, median scores, average pass-fail rates for flight checks, and many others. A performance baseline may be set by using an existing baseline or by referring to some other existing standard.

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- Maintaining the currency of the curriculum/course. Validation depends upon maintaining the currency of the ground training to be conducted. A reliable method to do so is an essential part of a ground training proposal.

- Tracking. A method for keeping test results and tracking overall performance of the students.

(b) Learning accomplished by each person trained.

- A strategy for testing. Testing should be designed to determine that training objectives are being met by each trainee.

- Integrity of tests. A method should be developed to ensure integrity of tests, including integrity of test questions and test answers, and controlled access to tests and test results.

- Tracking. A method for keeping test results and tracking each individual's performance.

(c) Validation exam(s). Validation of the ground training objectives for distance learning will be accomplished through written exams. These exams must determine that the training proposed actually succeeds in meeting the performance objectives for the subject training.

NOTE: Validation exams should not be confused with the oral/written testing required by the appropriate PTS. Validation exams are intended to authenticate the effectiveness of approved distance learning modules. They are not a substitute for nor do they replace the required testing outlined in the appropriate PTS document.

i. The validation of a center's distance learning module(s) must be designed to evaluate the student's technical systems knowledge and cognitive skill (if appropriate). For example, a student's ability to list the items that are considered appropriate when accomplishing a takeoff and/or landing performance calculation is a measure of the student's technical knowledge. The appropriate use of those items in the calculation of a takeoff and/or landing performance problem is a measure of the student's cognitive skill.

ii. Validation exam procedures must be submitted to the TCPM and designed to:

- collect data related to the student's performance for the purposes of verifying the effectiveness of the training

- identify the specific questions taken and student responses to the validation exam, and

- provide a basis for documenting that the distance learning module is as effective as the center's previously used classroom training module, (if appropriate)

iii. Passing Grade – 80 Percent. The minimum passing score for all distance learning validation exams is 80%. Distance learning validation exams must be conducted in a proctored environment and observed by a qualified instructor or the Administrator. All students that meet or exceed the minimum grade of 80% will have their test corrected to 100% immediately following the exam. A score of less than 80% will require the student to be retraining and testing in the substandard areas by a qualified instructor in a proctored environment. Distance learning techniques or procedures may not be used to accomplish any required retraining resulting from an unsatisfactory exam. Subsequent re-examination will be accomplished using a random test generator to ensure the individual is not subjected to the same test that was originally taken. All training and testing must be satisfactorily accomplished before the student may continue their training course.

iv. Integrity of test questions.

- **Scope.** A library of questions should be developed that thoroughly cover the training objectives.
- **Multiple Questions.** Multiple questions must be developed for each training objective. A question bank that includes at least (5) five questions at the element level for each subject within the training module should be developed whenever practical.

NOTE: An element is a subgroup of related content within a training module. It is the fourth level of curriculum detail -- curriculum, curriculum segment, training module, and element. For example, Hydraulic System is one training module; the yellow system, the green system, and the standby system are elements. In this example the center's question bank would contain at least fifteen questions relating to the hydraulic system. (Five for the yellow system, five for the green system, and five for the standby system.)

- **Uniqueness.** Tests must be generated by random selection of questions from the library, so that no two tests are alike. This uniqueness does not refer to merely switching the order of the answers to a particular question without changing the question itself. Random answers to the same question do not qualify the question as being different for the purposes of this requirement.
- **Currency.** Test questions must be reviewed as often as necessary to assure their relevancy, and to incorporate new or changed material. The center must have a quality procedure in place to ensure currency of their question banks.
- **Integrity of Test Answers.** Trainers must develop measures by which the identity of a person taking the test may be confirmed. Printed or electronic test answers must not be able to be reproduced and distributed among trainees so as to beat the test.

(d) **Operations and Maintenance.** The operation and maintenance of the distance learning approval includes the quality control procedures for the collection, protection, and analysis of data for tracking ground training effectiveness; also, a strategy for equipment

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upgrade, program update, and program adjustments driven by data and feedback from trainers and trainees.

G. Interactivity. Training Centers must provide for interactivity between trainees and authorized ground instructors, and between the trainees themselves when practical.

(1) When in the field. In particular, a trainee should have ready access to an authorized ground instructor during normal business hours to resolve questions encountered during distance learning and associated testing.

(2) When at a centralized training location. Before flight training, trainees should be convened in a proctored classroom setting with an authorized ground instructor to resolve any remaining issues arising during distance learning. This interactivity is particularly beneficial in respect to the standardization of trainees enrolled in the same curricula/course.

5. COURSEWARE.

A. Courseware is the instructional material developed for each curriculum. It consists of lesson plans, instructor guides, computer-based training, audio-visual materials, training manuals, workbooks, aircraft operating manual(s), handouts, and any other materials used to support the training curriculum. Courseware must accurately represent and support the proposed training curriculum.

B. All courseware used to accomplish training must be evaluated by the TCPM as an integral part of the overall training program. When reviewing courseware, the TCPM should not accept the use of computerized and tabulated performance figures, proprietary weight and balance data, minimum equipment lists that require a call to a proprietary maintenance base, and use of a dispatch service that may not be available to the student upon completion of training at the training center.

C. Courseware must be acceptable to the FAA prior to and during the time curriculum approval is in effect and must be identified (revision status) in a manner that ensures that only current materials are used to accomplish training. The training center must present courseware (including revisions) to the TCPM before use for review and acceptance. The TCPM shall notify the training center in writing of any courseware that is determined to be unacceptable. Courseware is subject to the revision provisions of part section 142.37(e) and (f).

D. Pictorial Aircraft Preflight Inspection Courseware.

(1) The preferred method to accomplish aircraft preflight inspection training, testing, and checking is to use an actual aircraft. In situations when an aircraft is not available, a training center must have approved pictorial courseware for each curriculum to conduct training, checking, or testing. In situations when an aircraft is used to complete any training, checking, or testing, the actual aircraft must be used.

(2) The TCPM must approve pictorial courseware for preflight training, checking, and testing. A review of the content must be accomplished with the assistance of an FAA inspector qualified in the aircraft.

(3) In addition to Exemption 4901, which is specific to flight engineer certification requirements for pictorials, the following guidance for pictorial courseware will apply:

(a) Strategy for Use of Pictorial Courseware. The strategies for training are different from the strategies for checking and testing when using pictorial courseware. The optimum training results may be achieved through the use of video, interactive computer-based instruction, and pictorial displays of the make, model, and series of the aircraft represented by the flight training equipment being used. To allow for positive learning transfer, the trainee should view preflight items in the same configurations as they would be viewed when using a static airplane. However, it is also beneficial to discuss abnormal conditions in training.

(b) For checking and testing, slides are effective pictorial courseware. When used during checking and testing, pictorials should include abnormal conditions in a sufficient number to permit a reliable evaluation of the applicant's knowledge and ability to conduct a preflight inspection.

(4) Required Content. The following are required to be part of an approved pictorial preflight inspection courseware:

(a) Detailed pictures of each interior and exterior aircraft preflight checklist item, including pictorials of the overall aircraft and major sections of the aircraft, showing the location and relationship of specific inspection items.

(b) Capability for random, rapid access to any picture.

(c) The opening, closing, and securing of entrance or baggage/cargo doors. Video may be used to train in these or any areas that require an understanding of how a component operates.

(d) Include internal and external items and any preparatory or safety related items, such as positioning or securing landing gear doors or landing gear locks before or after the inspection, or cockpit safety check.

(e) Pictures of each passenger compartment and each preflight inspection item.

(f) Depiction of normal and abnormal conditions.

(g) Sequence of pictures should match the sequence of the preflight inspection.

(h) Use of models, mockups, components, cutaways, and expanded views to depict details or function of inspection items.

(5) Specific Characteristics.

(a) Pictorial courseware must contain pictures of each item on the aircraft preflight checklist.

- (b) The opening, closing, and securing of aircraft doors must be trained and evaluated.
- (c) The aircraft should be shown in a typical prior-to-flight condition, which may include the support people and equipment, (i.e., fueling, cleaning, and catering) normally associated with flight preparation.
- (d) Nothing should obstruct the view of the preflight item (jet ways, fuel trucks, work stands, etc.).
- (e) The pictorial series should feature the same or identical aircraft as represented by the flight training equipment be used for training. In some cases, use of a dissimilar aircraft may be justified to depict differences. Pictures should be representative of the specific aircraft in which the pilot certification will be conducted. For example, pictures of a LR-55 are not representative and should not be used for training or testing based on the LR-25 aircraft.
- (f) Text or voice manuscript should be available for and match each picture used for training when an instructor is not presenting the training.
- (g) The courseware should be high quality, and projection equipment should have random and rapid access capability. Examples of unacceptable quality include low resolution copies of photographs, videotape systems without random and rapid access capability, or any other pictorial system that is markedly inferior to use of a static airplane.
- (h) For optimum effective training, the pictorial preflight courseware used in training should be different from that used during evaluation. Some of the pictures used for testing or checking should be different than those used for training. Abnormal conditions of preflight items must be introduced during evaluations and in sufficient number to permit a reliable evaluation of the applicant's preflight ability.
- (i) For checking and testing, abnormal features should not be shown in pictures intended to depict normal aircraft conditions.
- (j) Pictures of abnormal conditions should be maintained to permit comprehensive coverage. In particular, pictures should include those abnormal conditions that are likely to be encountered during preflight inspection and those which are potentially unsafe.
- (k) Unless an abnormal condition is intentionally depicted for checking and testing, pictorials illustrate as follows:
 - i. All permanent parts should be in place and in normal condition, such as windows and doors, windshield wipers, antennas, panels, etc.;
 - ii. All removable parts, such as engine cowlings and access panels, should be in place and in normal condition (engine inlets should be shown with covers removed);

iii. Aerodynamic surfaces, wheel well doors, flaps, slats, and other devices should be in the configuration that they are normally before flight; and

iv. People and equipment associated with assembly or maintenance work should not be in the illustration.

(l) The preflight procedures contained in the FAA-approved Airplane Flight Manual (AFM) or Rotorcraft Flight Manual (RFM) is the standard references for the preflight visual inspection. They are primary for determining essential preflight items and the sequence in which those items should be inspected.

(m) Approval is granted by the TCPM in writing. To ensure continuity, the TCPM must require pictorial courseware to be identified with a title and control number or revision to which an approval is tied. Pictorial preflight courseware is subject to the revision requirements of section 142.37(e) and (f).

E. Lesson Plans.

(1) A lesson plan is a written, organized outline that provides detailed content of a single instructional period. It provides the instructor with a guide as to what specific knowledge or skills are to be taught as well as completion standards. It includes planned instruction time and sequence to ensure effective use of time.

NOTE: Some centers may develop and use other materials such as “Expanded Instructor Actions” to support the lesson plans. These materials typically provide additional support for the instructor and are considered as courseware, similar to lessons plans.

(2) Each training center must have lesson plans to implement each curriculum and syllabus and must be developed by the training center to support the curriculum with appropriate content and programmed training times. Lesson plans must contain detailed information concerning the conduct of each flight or ground training session to ensure consistency of training throughout the training center and standardization among instructors. The lesson plans should provided detailed information on all elements and events specified in the curriculum and indicate training times that equal or exceed the times specified for the curriculum.

(3) Lesson plans are courseware and are the indicators that the instruction will flow in a logical sequence and in concert with the other training aids and the approved curriculum. They must cover the same information as required by the curriculum and syllabus. Lesson plans must be reviewed as part of the courseware and must be acceptable to the FAA prior to issuing training specifications that authorize the curriculum to be taught. Deficient lesson plans are subject to the revision provisions of section 142.37(e) and (f).

NOTE: A job aid that may be used to compare individual lesson plans and curriculum content and assist with the lesson plan evaluation titled “Flight Training Maneuvers Job Aid” is located on AFS-250’s Part 142 Training Center web site.

F. Aircraft Operating Manuals, Checklists, and Quick Reference Handbooks (QRH).

(1) The training center must use the FAA-approved AFM or RFM as the basic training reference for systems information, description, operation, performance planning, checklists, and weight and balance.

(2) The training center must provide as part of the curriculum courseware any aircraft operating manuals, checklists, and quick reference handbooks (QRH) that will be used for training, testing, and checking under a part 142 approved curriculum. As with any courseware, the checklist/QRH used for training, testing, or checking under an approved curriculum must be reviewed and accepted. The evaluation of a checklist or QRH proposed by the training center must be conducted by the TCPM using the AFM/RFM. A checklist or QRH that differs from the center's accepted version may only be used in accordance with item (3) below.

(3) The aircraft operating checklists used in flight simulators, FTDs, and aircraft, under approved training center programs must be reviewed and accepted as courseware for use in those programs. When training, testing or checking is being conducted under an approved curriculum, the following general guidelines should be followed:

(4) Training centers that are conducting training for certificated air operators are required to follow that operator's standard operating procedures during all training and checking on behalf of that operator. Certificated operators are required to use their approved/accepted checklist for all training and checking and as a result, their checklist policies and procedures are governed by their respective POI and not subject to revision by the operator or training center without specific approval. Checklists authorized for use in part 142 training courses shall:

(a) Be the checklist accepted by the Training Center Program Manager (TCPM) as a part of the training center's approved curriculum for the specific aircraft make/model/series;

(b) When used in a level 1 through 7 Flight Training Device (FTD) or level A through D full flight simulator (FFS) by non-certificated operators, accurately reflect the configuration and systems of the FTD or FFS and not deviate from the aircraft manufacturer's current checklist or a checklist determined in compliance with requirements listed below; and,

(c) When used in an aircraft, is the aircraft manufacturer's current checklist, a checklist approved by the aircraft manufacturer, or a checklist determined in compliance with requirements listed below.

(5) Exceptions to the checklist requirements specified above may be made for training and evaluation of flight crewmembers of non-certificated operators conducted in an FTD or simulator. Pilots operating for non-certificated operators may obtain training and/or checking using checklists that differ from the training center's approved checklist under the following conditions:

NOTE: The operator must determine before submission that the checklist

matches the center's equipment and is capable of meeting the center's approved curriculum and training, testing, and checking requirements.

(a) The operator must provide the training center a copy of the checklist and a written statement indicating that the operator has determined that the submitted checklist meets all the following performance standards:

- i.* The checklist satisfies the requirements of 14 CFR part 91, section 91.503;
- ii.* The checklist is appropriate to the equipment in which the operator's pilots are being trained and/or checked;
- iii.* Areas of differences between the centers approved version of the checklist and the operators checklist are documented and appropriate training provided to the center personnel; and
- iv.* The operator certifies that their checklist meets the applicable AFM requirements for the specific equipment.

NOTE: The operator's certification must include a copy of the appropriate FAA/manufacture letter of no objection to the proposed checklist. Certificated operators will need an acceptance/approval letter from their POI. Non-certificated operators will need a letter of acceptance/no objection from the FAA or manufacturer as appropriate.

(b) The operator's certification and proposed checklist shall normally be presented to the center 15 days in advance of any scheduled training/evaluations. A shorter time may be acceptable under certain conditions. However, the operator's submission must be made in sufficient time to permit the center to conduct appropriate training and permit their instructor(s)/TCE(s) to become operationally familiar with the procedures contained in the checklist. All such training will be documented and become a part of the instructor(s) and TCE(s) training record. The center's documentation shall include at least the following information:

- i.* Date of the training or familiarization;
- ii.* Name of instructor who conducted the training/familiarization;
- iii.* Checklist revision status used for the training/familiarization;
- iv.* Name of the operator; and
- v.* Aircraft make, model, and series.

(c) Seven days prior to the subject training/evaluation, the training center must provide notification to the TCPM when an operator's checklist has been received and the dates

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of intended use.

(d) Checklists that fully meet the performance standards in this paragraph may be used in place of the checklist in the training center approved curriculum courseware.

(4) Military flight crewmembers and crewmembers of public use aircraft may use their organization's checklist when attending a Part 142 training center.

NOTE: Only one version of an approved/accepted checklist will be used by the crewmembers paired during training, testing, or checking in part 142 approved training courses. Crewmembers from different operators that have agreed to be paired for training, testing, and/or checking will determine which checklist will be followed throughout their training/evaluation process. The checklist being used must conform to the policy and procedures outlined above.

G. Audiovisual Programs, Computer Software Programs, Training Manuals, Workbooks, Handouts, and Other Courseware.

(1) These training materials are accepted as an integral part of the overall training program subject to the revision provisions of section 142.37(e) and (f). They should be identified with a control date or other form of revision control.

(2) The TCPM must evaluate all courseware used to accomplish training as an integral part of the overall training program. Courseware must be acceptable to the FAA prior to and during the time curriculum approval is in effect and should be identified in a manner to ensure that only current materials are used to accomplish training. Courseware must be presented to the TCPM before introduction (including revisions) for review and acceptance. The TCPM shall notify the training center in writing of any courseware that is determined to be unacceptable. Courseware is subject to the revision provisions of section 142.37(e) and (f).

H. Facilities. Each training center and training center applicant must have a training room, training booth, or other space used for instructional purposes that is heated, lighted, and ventilated to conform to local building, sanitation, and health codes. Each training facility must provide students with an environment free from the distraction of other classrooms or flight and maintenance operations.

I. Maneuvers/Procedures Descriptions (Including Standard Operating Procedures (SOP)).

(1) To facilitate learning, the training center must develop and provide to students descriptions (written and/or visual) of how to perform each maneuver or procedure to be accomplished during training. This should include SOPs that state the briefing procedures, crew call-outs, etc. to be used in training, testing, and checking for each course involving flight training events.

(2) Descriptions of the maneuvers and procedures (also referred to as profiles, or flight maneuvers and procedures document) explain how these events will be performed. Descriptions must be provided for each training program. They should follow the guidelines in FAA Order 8400.10,

volume 3, chapter 2, section 2. The descriptions must comply with all limitations of the AFM or RFM and be consistent with requirements and conditions of the PTS and the regulations.

(3) SOPs should be developed and evaluated using FAA AC 120-71, current edition, as guidance.

(4) The maneuvers/procedures descriptions and SOPs are courseware and must be developed and evaluated as part of the approval process for any new or revised curriculum. They are accepted by the TCPM as an integral part of the overall training program and are subject to the revision provisions of section 142.37(e) and (f).

K. Training, Testing, and Checking.

(1) Under part 142, training, testing, and checking can be accomplished in four categories:

(a) Initial Training. This category includes initial training for an ATP certificate, a type rating, or initial training as an SIC.

(b) Upgrade Training. This category of training applies to an airman who is currently serving as an SIC who wishes to become PIC qualified on the same aircraft. This category of training may include foreign pilots with a foreign type rating applying for a U.S. certificate with an appropriate type rating.

NOTE: Designated examiners, including TCEs may only examine U.S. citizens or applicants trained under a training center's approved program, or individuals employed as flight crewmembers of a part 121 or part 135 air carrier and trained under that operator's approved training program.

(c) Requalification Training. This category of training is for those airmen that are PIC (or SIC) qualified, but who are not currently operating the aircraft, or whose PIC proficiency check has expired. Guidelines for the training times that should be used for a requalification curriculum can be found in FAA Order 8400.10, volume 3, chapter 2, section 11. Tables 3.2.11.1 through 3.2.11.3 should be used to determine the minimum ground and flight training time for the appropriate aircraft.

(d) Recurrent Training. This category of training is for PICs (or SICs) who are currently operating the aircraft or have a valid PIC proficiency check.

(2) Ground training time for airman certification may not include training in ground training subject areas that occur after the ground training course or segment has been completed and completion/qualification standards have been accomplished. Specifically, using briefing time preceding or following a simulator training session as programmed ground instruction time is not acceptable.

(3) For any curriculum involving airman certification, the ground training course or segment must be satisfactorily completed before start of the flight training course or segment.

(4) In addition, a legal interpretation of section 142.49(c)(1), dated August 27, 1999, ruled in part that restricting instructors to “no more than 8 hours of instruction in any 24-consecutive hour period” applies only to flight instructors, flight simulator instructors, and FTD instructors while they are providing instruction in an aircraft, a flight simulator, an FTD, or any combination thereof. Consequently, instruction time has an impact on the maximum duty time per day for an instructor, except for time spent conducting briefing and debriefing associated with flight training.

(5) Time spent completing or attempting to complete a practical test does not count toward the minimum programmed time.

(6) Training completed after the qualification segment of a curriculum has been completed may not be credited toward the curriculum programmed hours.

(7) The time spent by the airman actually manipulating the controls from the PIC seat during LOFT may be a part of the minimum programmed hours.

(8) Crew Pairing for training and evaluations.

(a) Training centers often provide services to air carriers which are required to meet the operating rules of the particular operator. These training programs include checklists, callouts, profiles, approach procedures, and other features that are specifically approved for that carrier by its assigned POI. Occasionally an operator may not be able to assign a complete crew for their training and checking activities at training centers. When this situation occurs, the training center may provide other qualified crewmembers, subject to the criteria outlined below.

(b) The FAA promotes the crew concept in air carrier training and checking to ensure that crew coordination and other flight management issues are adequately addressed. Flight training must address performance of duties as the pilot flying (PF) and as the pilot not flying (PNF) as described in the air carrier’s approved procedures. To meet both training needs, each required cockpit crew position must be occupied by a permissible crewmember as outlined below.

(c) It is desirable that each flight training session be scheduled so that two pilots from the same air carrier may be trained during a single flight training session. The preferred crew pairing is a PIC and a SIC. Other acceptable crew pairings are two PICs or two SICs. In accordance with FAA safety policy, a pilot should have completed the appropriate aircraft ground training, including basic indoctrination, prior to beginning the flight training segment.

(d) Permissible crew pairings for part 135. Part 135 air carriers often operate with small pilot rosters or with pilots who are widely dispersed. This policy allows crew pairings for flight training and/or checking in a simulator at a training center using an appropriate crewmember. An appropriate crewmember must be one of the following:

- i.* One of the air carrier’s line qualified pilots,
- ii.* A contract flight instructor (airplane or simulator) or a contract check airman

(airplane or simulator) who is authorized to serve in that air carrier's training program or in an air carrier training program that is essentially similar.

NOTE: Training programs may be viewed as essentially similar when they include the same curriculum, the same checklists, and the same callouts and include cockpit configurations, operational procedures, and flight manuals which are compatible in the judgment of the TCPM and the appropriate POI.

iii. A part 135 air carrier pilot being trained in a training program which is FAA-approved for another part 135 air carrier, but which is otherwise essentially similar. The following conditions apply:

- Each air carrier pilot must be trained in accordance with the training program approved by the POI of his/her own air carrier.
- Two pilots training for operations with different carriers may be paired provided their respective training programs are essentially similar. Minimum Equipment Lists (MEL), Operations/Management Specifications (OpSpec/MSpec), and other features specific to each air carrier's operations must be addressed during flight training. When the training curricula are not essentially similar, pilots may not be paired; similarly, when operational differences between carriers are too pronounced or too numerous, at the discretion of the POI or TCPM, pilots may not be paired.
- When only one pilot is receiving flight training, the other pilot's seat must be occupied by a person who is line qualified or line familiar in the specified duty position (see AC 120-35, as amended, for definition of terms), unless the flight training is being conducted for single pilot operations.

iv. Pilots must have completed the operator's applicable ground training curriculum segments prior to starting the flight training curriculum segments.

(e) Pairing pilots in flight training and evaluation for operations under different parts. When pilots from different operators are paired in training programs that are essentially similar, the operator-specific features (such as MELs and OpSpec/MSpec) of each operator must be addressed. Pilots in training for part 135 operations should not routinely be paired with pilots training for operations under part 91. These crew pairings should be avoided in favor of the pairings outlined in subparagraph (8)(d) above. However, such crew pairings are permissible if the following conditions are met:

i. The part 91 pilot must conform to the training program of the part 135 pilot in every important respect. Specifically, checklists, profiles, approach procedures and callouts must be those used in the training program of the part 135 pilot (not vice versa), and the part 91 pilot must understand and apply crew resource management (CRM) principles in accordance with the Air Transport Pilot Practical Test Standards.

ii. Each certificated air carrier's crewmember must complete the appropriate air carrier's evaluation module. Part 135 pilots may support the part 91 pilot's training activities as appropriate.

iii. Part 91 pilots paired with an air carrier crewmember must use the air carrier's approved curriculum. In these cases, the TCPM must concur with the part 91 pilot's use of the air carrier's curriculum to complete required training and currency.

iv. The part 91 pilot must have received differences training in the features of the part 135 training curricula that distinguish it from part 91 training curricula. That training should also include the operator's OpSpecs and operational control procedures.

NOTE: In crew pairings involving pilots of different part 135 operators or pilots operating under different operating rules (part 135 and part 91) POIs and TCPMs must be especially vigilant. The part 135 operator's training program must not be distorted or diminished in order to accommodate dissimilar training needs. If the integrity of the air carrier training program can not be upheld the crew pairing must not be permitted.

6. TRAINING FACILITIES. The training center must adequate facilities to assure that each training room or other space used for instructional purposes is heated, lighted, and ventilated to conform to local building, sanitation, and health codes. The training facility must also provides students with a learning environment free of distractions, such as instruction conducted in other rooms or flight and maintenance operations on an airport.

7. PART 142 RECORDKEEPING.

A. A record is information preserved in a predetermined format as an account of the occurrence of an event. In general, a record must show what event occurred, when it occurred, who was involved, and proof of the event's occurrence such as certification by individual signature.

(1) Records of airman, instructor, and evaluator training and qualification are an integral part of any training program. A training center certificated under part 142 is required by regulation to produce and maintain certain records and to have an approved record keeping system. Each student, instructor, or evaluator record consists of all documentation that is required to be maintained on a specific individual. Those documents must be maintained in the same approved location.

(2) The record keeping system must identify what records are to be used to meet each regulatory requirement. The system must describe in detail the procedures and forms to be used by the training center for the generation and maintenance of required records. That description may be in an approved manual that is referenced in the training specifications or a detailed description of the records including specific forms must be entered into the training specifications. Each form on which a training or qualification record is kept must be identified by a control or revision number to identify that the current record keeping system is in use. Revisions to the record keeping system, including individual forms, must be approved by the TCPM.

(3) A training center may elect to develop and use an electronic record keeping system. The system must be capable of generating and maintaining the required records. The standards and guidance for approval of an electronic record keeping system shall follow the policies outlined in AC 120-18, as amended.

B. Student Records. Record keeping requirements for students are stated in part 142, § 142.73 and should contain the following information:

(1) Were curriculum prerequisites met prior to enrollment, including airman certificates and previous experience?

(2) The curriculum in which the student is enrolled.

(3) Results of each test or check.

(4) Documentation of the student progress, daily flight training status, and curriculum/course completion.

(5) A requirement for each instructor who provides ground or flight instruction to record each student's performance on each lesson (ground and flight). The record shall also identify the name of the instructor as well as the training time accomplished.

(6) Proof that the student is eligible to accomplish 100 percent training and testing in a simulator or a statement with the appropriate limiting language for the certificate being sought.

(7) Recommended additional training in the event of an unsatisfactory test or check.

(8) Record of additional training received and the satisfactory accomplishment of same before retesting following an unsatisfactory test or check.

C. Instructor/Evaluator Records.

(1) Record keeping requirements for instructors and evaluators are stated in section 142.73. These records must document the qualification, training, and checking requirements of part 142, sections 142.13, 142.45, 142.47, 142.49, and 142.53. The system should contain the following information:

(a) Eligibility requirements and prerequisites for the position section 142.47. This includes pilot certificates and detailed flight experience.

(b) Completion of instructor/evaluator training (sections 142.49 and 142.53), including documentation that reflects curriculum content. Instructor and evaluator training is subject to the requirement that each instructor who provides ground or flight instruction under an approved curriculum shall record each student's performance on each lesson (ground and flight). The record shall also indicate the name of the instructor as well as the training time. The program must include the

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initial and recurrent training and testing requirements of part 142 subpart C. Training time must be identified.

(c) Completion of the appropriate training curriculum or course in which that individual will instruct.

(d) Satisfactory completion of written testing requirements.

(e) Designation as an instructor to instruct in each approved course. The records must identify each and every course or curriculum assignment and document the duties of each instructor (e.g., ground instructor: Learjet initial and recurrent; differences; simulator instructor: PIC/SIC initial and recurrent, etc.). Designation should not just identify an aircraft type.

(f) Satisfactory completion of written testing requirements.

(g) Annual flight experience or line/flight observation, including verification by flight crew of participation and time and LOFT.

(2) The center's record keeping system must include a method to ensure instructors and/or TCEs are not scheduled to exceed eight (8) hours of instruction and/or evaluation duties in any continuous 24-hour period, excluding briefings and debriefings. This system must also identify the method the training center will use to prevent an instructor or TCE from being scheduled or accepting duty periods that will exceed the maximum allowed instruction and evaluation time in any continuous 24 hour period. (see sections 142.49 and 142.55)

NOTE: For example, a TCE assigned to instruct 4 hours of ground training followed by a three hour simulator evaluation will be considered to have accumulated 7 hours of time toward the 8 hour maximum permitted by the applicable regulation.

(3) The initial and annual instructor proficiency check must have been satisfactorily completed. The regulations require that each instructor must be checked annually "... in a representative segment of each curriculum (not aircraft type) for which that instructor is designated to instruct. ..."

(4) The records must show the initial and annual evaluation of instructional ability. An instructor authorized to instruct in multiple curriculums must be evaluated and checked annually in each of those curriculums for which he/she is authorized to provide instruction. Each curriculum may be evaluated separately or concurrently with another curriculum if the TCEPM determines that there is sufficient commonality between the curriculums to warrant crediting instruction in one as equivalent to the other. The records must, however, document that the instructor has been evaluated for each of the assigned curriculums.

NOTE: Regulations require that air carriers keep adequate training records for instructors and check airmen at their principal place of business or other locations as approved by their POIs. Training centers that are providing

training on behalf of an operator are considered part of the operator's program and therefore are reasonable locations for an operator to maintain applicable training records. The records, however, must be maintained in compliance with the operator's approved program and must be made available to the operator and/or the Administrator upon request. Records of crewmember training and checking are required to be furnished to the operator upon completion (within 24 hours) of any course of training and/or testing/checking in order to enable the operator to determine qualifications for crew assignment(s).

(5) If the training center provides air carrier training and checking and has agreed to maintain the contract check airman and/or contract instructor training records for the customer, the center's record keeping system will need to accommodate the requirements of the customer's operating rules which will vary from the center's requirements. The training center is only required to maintain records in support of its (the training center's) approved programs. Part 142, subpart E, requires training centers to maintain records for trainees, instructors, and evaluators for courses "...approved in accordance with subpart B of this part." An air carrier may contract with the center and may have included a provision wherein the center will maintain certain portions of the operator's training records. If the center has been approved to maintain the operator's training records, it is being done under an agreement with the operator and the operator remains responsible for the accuracy and quality of the subject records. The fact that the center has agreed to maintain the subject records will require the center to keep an additional set of records to comply with the operator's requirements. This becomes especially important when the operator is requesting the center to provide contract instructors and check airmen who are also employed by the center as instructors and/or TCEs.

(6) If the center will be providing contract instructors or contract check airman to the operator, required instructor and TCE records will form the basis for qualifying those individuals as contract instructors and check airman for the operator and will need to be available for review by the air carrier and its POI.

(7) Prior to approving the center's record keeping system, the TCPM shall review part 142 regulatory requirements for qualification, training, testing, and checking and ensure the proposed method(s) of record keeping meets applicable regulatory requirements. The location of required records as well as the person responsible for their management must also be identified.

(8) A job aid titled Training Center Instructor Eligibility and Training Records has been developed to assist the TCPM in determining if an instructor/evaluator training and record keeping system meets regulatory requirements. This may be found on AFS-250's Part [142 Training Center](#) web site.

F. Permissible Crew Pairing During Training, Testing, or Checking.

(1) During testing, checking, or LOS conducted under a part 142-approved curriculums; each crewmember seat will be occupied by:

(a) An airman who is FAA-qualified in the same aircraft category, class, and type. This could be a training center instructor who is not providing instruction, or another airman who is qualified in the particular curriculum/course requirements and procedures.

(b) A student who is enrolled in the same specific course (PIC initial training and SIC initial training for the same aircraft may not be the same specific course).

(2) The same crewmember pairing requirements should be used during training in view of the requirement that all training in the simulator or aircraft will be accomplished using the curriculum's approved checklist/QRH. For standardization and effective training, all crewmembers should be using the same maneuvers/procedures, and operating procedures (including CRM) during a training session. Additional guidelines and acceptable crew pairing procedures are located on AFS-250's Part [142 Training Center](#) web site.

5. CURRICULA APPROVAL.

A. Part 142 requires training centers to obtain approval of a new curricula or a revision to a currently approved curricula before the subject curriculum may be conducted. Inherent in the approval process is the FAA's responsibility to deny approval of any training which does not meet regulatory requirements or which has been found deficient. Training curriculums which have been granted approval and later found either to be in conflict with regulatory requirements or to be ineffective must be appropriately modified by the center, or FAA approval must be withdrawn.

B. The TCPM should discuss with the training center the sequence and timing of events which occur in the development and the granting of initial and final approval of a training curricula. If the center's proposal involves complex operations, the TCPM should consult the appropriate sections of this handbook and other relevant documents and also determine whether assistance from an FAA specialist will be necessary.

C. Training center curriculums will be approved following a two step process: initial and final.

(1) Initial approval. Initial approval is granted by letter. Initial approval letters must include at least the following information:

- Specific identification of the curriculums and/or curriculum segments (ground or flight) initially approved, including page numbers and revision control dates.
- A statement that initial approval is granted, including the effective and expiration dates.
- Any specific conditions affecting the initial approval, if applicable.

- A request for advance notice of training schedules so that training may be evaluated in accordance with part 142, as appropriate.

NOTE: If the TCPM is authorizing a reduction in the hours specified by Part 61, a statement concerning the basis for reduction must be included.

(a) An initial approval letter serves as the primary record of curriculum or curriculum segment pages that are being approved. The TCPM and training center may agree to include the curriculum's list of effective pages (LOEP) as an attachment to the approval letter in lieu of listing each page number in the body of the approval letter. If this method is used, the LOEP must be stamped or signed by the TCPM clearly indicating the initial approval date and expiration date.

(b) The original pages of the approved curriculum shall be returned to the center with the transmittal letter. These documents must be retained by the center as their official record of the curriculum being initially approved. A copy of the training curriculum or curriculum segment, with a copy of the transmittal letter granting initial approval attached, shall be maintained on file in the CHDO by the TCPM during the period that the initial approval is valid. This file shall also include any additional relevant supporting information.

(2) Final Approval. Final approval may be granted following the center's demonstration of their ability to successfully conduct the subject curricula and evaluation of the curriculums effectiveness. Final approval is granted by letter and stamping the curriculum's LOEP as shown in paragraph (b) below. The final approval letter must contain at least the following information:

- Specific identification of the curriculums and/or curriculum segments (ground or flight) to be approved;
- A statement that final approval is granted, including the effective date; and
- Any specific conditions affecting the final approval, if applicable.

NOTE: If the TCPM is authorizing a reduction in the hours specified by part 61, a statement concerning the basis for reduction must also be included.

(a) Based on the results of evaluations conducted during the curriculum's initial approval phase, the TCPM must determine whether to grant or deny final approval of a training curriculum. This determination must be made before the expiration date of the initial approval. If the TCPM decides not to grant final approval, he/she shall make reasonable efforts to convince the center to make the necessary revisions. If the center fails to comply within a reasonable time, the TCPM shall withdraw the centers initial approval for the subject curriculum. (See 8400.10 volume 3, chapter 2 for guidance on terminating or failing to issue final approval for a curriculum)

(b) Final approval of the training curriculum will be granted and documented by letter and stamping each page of the curriculums LOEP as shown below.

FAA FINAL APPROVAL

OFFICE DESIGNATOR: _____

EFFECTIVE DATE: _____

NAME: _____

SIGNATURE: _____

(c) The original stamped LOEP and associated curriculum must be transmitted to the training center with an approval letter signed by the TCPM. This letter must specifically identify the curriculum or curriculum segment, contain a statement that final approval is granted, and provide the effective date of approval. This letter must also state that final approval shall remain in effect until otherwise notified by the FAA that a revision is necessary in accordance with 14 CFR part 142 subpart B provided the center continues to train in accordance with the approved curriculum. If the TCPM is authorizing a reduction in the hours specified by part 61, the letter must contain a statement concerning the basis for reduction. A copy of the stamped LOEP and a copy of the approval letter must be kept on file in the CHDO by the TCPM. Sample approval letters are located on AFS-250's Part [142 Training Center](#) web site.